ANNUAL COMPLIANCE

FINANCIAL REPORTS - COMPILATION	
Service Description:	Preparation of Financial Reports (In accordance with APES 315 Compilation of Financial Information).
Tasks and Responsibilities:	• Preparation of Trading Statement/Profit & Loss Statement, Balance Sheet, and Notes to the financial statements; • Review, as per APES 315, of your financial information, reconciliations of control accounts and updating fixed asset register and depreciation schedules.
Client Responsibilities:	• Client to provide access to financial records and relevant documentation in a timely manner. • Provide accurate accounting records; • Ensure bank account, credit card and loans are balanced to applicable statements; • Ensure all control accounts are reconciled; and • Provide supporting documentation for all balance sheet balances.
Deliverables:	Financial reports including Balance Sheet, Profit and Loss, Accounting Policies and Notes.
Timeline and Frequency:	Annual Financial Reports will be prepared to meet your tax lodgement deadline or such other timeframe agreed with you in writing. Interim or other Financial Reports will be prepared according to the timeframe agreed with you in writing.
Exclusions:	Excludes audit or assurance on prepared statements, verification of asset valuations, and business valuation opinions. * A review involves a critical examination of the information provided with the purpose of identifying material errors or misstatements for correction or further discussion. The examination involves a degree of professional judgement and may not identify omission or fraud.
Compliance and Standards:	• Compliance with APES 315 (Compilation of Financial Information), • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and GST Act 1999.
Additional Services:	Additional tax planning and advisory services available upon request.

INCOME TAX RETURN	
Service Description:	Preparation of income tax return
Tasks and Responsibilities:	• Review of financial data and ATO pre-filling report (where applicable); • Review your basic deductions and claims and claim relevant amounts; • Consider tax offsets available to you and claim them in your return where applicable; • Complete your return and prepare your tax estimate; • Preparation of Income Tax Return; • Electronic Lodgement of Income Tax Return; and • Provide assessment or payment slip (as applicable).
Client Responsibilities:	• Provide a summary of your income and deductions/claims; • Ensure you have included all income; • Ensure that you provide reconciled financial records for any schedules to be included in your return; • Review and approve the tax return; and • Advise us of any changes required before lodgement of the income tax return.
Deliverables:	Completed tax return, together with relevant schedules as required.
Timeline and Frequency:	Your annual income tax return will be prepared in accordance with our lodgement program agreed with the Australian Tax Office or such other timeframe agreed with you in writing.

Exclusions:	Excludes revisions or amendments to lodged tax returns where the taxpayer has omitted information.
Compliance and Standards:	• Compliance with Income Tax Assessment Act 1997, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Excludes tax planning. Additional schedules are charged as additional items, this includes but is not limited to business, rental, investment, foreign income, franking, and capital events.

INDIVIDUAL TAX RETURN SCHEDULES	
Service Description:	This service involves the preparation of additional individual tax return schedules, including those for business income, investment income, foreign income, capital gains, and rental property. It ensures accurate reporting and compliance with Australian tax regulations, tailored to the client's specific financial activities.
Tasks and Responsibilities:	• Consultation: Conduct initial consultations to gather detailed information about the client's financial activities and requirements. • Data Collection: Collect and organize all necessary financial records, including income statements, expense receipts, and investment documents. • Schedule Preparation: Prepare the relevant tax schedules (e.g., Schedule C for business income, Schedule D for capital gains, Schedule E for rental income) using tax software or manual calculations. • Review and Verification: Review the prepared schedules for accuracy and compliance with tax laws. • Filing: Integrate the schedules into the client's overall tax return and file with the Australian Taxation Office (ATO).
Client Responsibilities:	• Provision of Information: Provide all necessary financial records and documentation in a timely manner. • Accuracy: Ensure the accuracy and completeness of the information provided. • Communication: Respond promptly to any queries or requests for additional information. • Compliance: Adhere to all legal and regulatory requirements related to tax reporting.
Deliverables:	• Completed Tax Schedules: Accurate and compliant tax schedules for business income, investment income, foreign income, capital gains, and rental property.
Timeline and Frequency:	To be completed as required by your income tax return and will be completed as part of your income tax return preparation.
Exclusions:	• Tax Planning: Specific tax planning advice beyond the preparation of the schedules. • Ongoing Tax Management: Ongoing management of the client's tax affairs beyond the current tax year.
Compliance and Standards:	Adherence to relevant Australian tax laws and regulations, including the Income Tax Assessment Act 1997. APES 110 (Code of Ethics for Professional Accountants), TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Tax Planning: Additional tax planning services to optimize the client's tax position.

DIVIDEND STATEMENT	
Service Description:	Preparation the documentation for a dividend distribution.
Tasks and Responsibilities:	• Review your share structure and make enquiries into the rights of shares in issue to receive a dividend; • Review your financial information and ascertain that the company has sufficient reserves to declare the dividend; • Review the ATO franking account and calculate the franking credits available for the dividend; • Prepare a dividend statement for each shareholder; and • Prepare minutes approving the declaration of the dividend.
Client Responsibilities:	• Provide us with details of the dividend, including amount, franking percentage, date; • Sign the relevant minutes; • Ensure all shareholders are advised of the dividend; • Ensure payment of the dividend is made - as appropriate.
Deliverables:	Dividend statement, including minutes, company documents, and shareholder statements.
Timeline and Frequency:	Dividend statements will be prepared and provided together with Financial Reports where relevant, otherwise if requested at any other time such other timeframe agreed with you in writing.
Exclusions:	Payment of the dividend, any journal entries to give effect to the dividend, any consultations regarding the issuing of a dividend or the quantum of the dividend.
Compliance and Standards:	• Compliance with Corporations Act 2001, • Income Tax Assessment Act 1997, • APES 110 (Code of Ethics for Professional Accountants), and • TPB Code of Professional Conduct.
Additional Services:	Our bookkeeping team is available to assist with entries required to give effect to dividend and such services are provided as additional work items.

DIVISION 7A LOAN	
Service Description:	Preparation of documentation required to maintain Division 7A loan obligations.
Tasks and Responsibilities:	• Preparation of compliant Division 7A loan agreement; • Calculation of minimum payment obligations; • Calculation of loan repayments and interest and record entries in the financial information; • Advise you of your compliance obligations for the next year; and • Review your compliance with the agreement requirements and advise you accordingly.
Client Responsibilities:	• Ensure that a signed copy of the compliant agreement is kept on record; and • Make appropriate loan repayments as required.
Deliverables:	Preparation of annual Div 7A loan schedules and noting loans in Financial Report; and preparation of loan agreements for new loans.
Timeline and Frequency:	Your Div 7A compliance will be assessed when preparing your Financial Report and any documentation required will be provided together with your Financial Report.
Exclusions:	Consultations or interim Div 7A consulting or assessments.
Compliance and Standards:	• Compliance with Division 7A of the Income Tax Assessment Act 1936, • APES 110 (Code of Ethics for Professional Accountants),

	• TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Client meeting to discuss your Div 7A obligations or Tax Planning services to calculate your Div 7A obligations or options.

ANNUAL ATO RECONCILIATION	
Service Description:	Prepare reconciliation of Business Activity Statements to Financial Report
Tasks and Responsibilities:	• Reconcile the GST, PAYG, and other Withholding to amounts declared in your BAS return; • Reconcile movement on your GST & PAYG control accounts for the year; • Prepare an amendment for identified errors or differences; and • Report to you any amount refundable or payable due to amendments.
Client Responsibilities:	• Maintain records of GST, PAYG, and other Withholding workings during the year; and • Pay any outstanding balances.
Deliverables:	BAS amendment will be prepared if required.
Timeline and Frequency:	The reconciliation will be assessed when preparing your Financial Report and any documentation required will be provided together with your Financial Report.
Exclusions:	Consultations or investigations to identify improvements to your systems or associated time to implement changes to your systems.
Compliance and Standards:	• Compliance with GST Act 1999, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	System review and advice on improvement processes. Bookkeeping support to correct processing.

RESEARCH & DEVELOPMENT TAX REVIEW	
Service Description:	• This service involves a comprehensive review of a client's Research & Development (R&D) activities to ensure they qualify for the R&D Tax Incentive. It includes consultation, documentation review, eligibility assessment, and preparation of the necessary tax schedules and reports for submission to the Australian Taxation Office (ATO).
Tasks and Responsibilities:	• Consultation: Conduct initial consultations to gather detailed information about the client's financial activities and requirements. • Eligibility Assessment: Evaluate the client's R&D activities to determine eligibility for the R&D Tax Incentive. • Documentation Review: Review all relevant documentation, including project plans, expenditure records, and technical reports. • Schedule Preparation: Prepare the R&D Tax Incentive schedules and supporting documentation for inclusion in the client's tax return. • Submission: Assist with the submission of the R&D Tax Incentive claim to the ATO and AusIndustry. • Follow-Up: Monitor the submission status and address any issues or queries from the ATO or AusIndustry.
Client Responsibilities:	• Provision of Information: Provide all necessary documentation and information related to R&D activities. • Accuracy: Ensure the accuracy and completeness of the information provided. • Communication: Respond promptly to any queries or requests for additional information. • Compliance: Adhere to all legal and regulatory requirements related to the R&D Tax Incentive.

Deliverables:	• Eligibility: AUSIndustry approval certificate • Completed Tax Schedules: Accurate and compliant R&D Tax Incentive schedules for inclusion in the client's tax return. • Supporting Documentation: Copies of all relevant documents used in the preparation of the schedules. • Submission: Included in submission to the ATO in annual tax return.
Timeline and Frequency:	• Initial review and application to AUSIndustry for an approval number is made by the deadline provided by AUSIndustry. • The tax schedules and inclusion in the tax return will be done contemporaneously with the annual tax return and lodged by the deadline set by the ATO for the annual tax return.
Exclusions:	• Ongoing R&D Management: Ongoing management of the client's R&D activities beyond the current tax year. • Compliance and Standards: • Regulatory Compliance: Adherence to relevant Australian tax laws and regulations, including the Income Tax Assessment Act 1997 and the R&D Tax Incentive guidelines. • Accuracy Standards: Ensuring all calculations and entries are accurate and comply with ATO and AusIndustry guidelines.
Compliance and Standards:	• Regulatory Compliance: Adherence to relevant Australian tax laws and regulations, including the Income Tax Assessment Act 1997 and the R&D Tax Incentive guidelines. • Accuracy Standards: Ensuring all calculations and entries are accurate and comply with ATO and AusIndustry guidelines.
Additional Services:	• Tax Planning: Additional tax planning services to optimise the client's tax position.

ANNUAL PLANNING

ANNUAL TAX PLAN	
Service Description:	Tax planning advice
Tasks and Responsibilities:	• Review of your year-to-date income and tax situation; • Estimate of your estimated tax outcomes for the relevant period; • Consider tax planning opportunities and calculate their value; and • Preparation of Tax Planning Report including detailed recommendations and calculations.
Client Responsibilities:	• Provide accurate financial information that we may base our recommendations upon; • Confirm assumptions to be used in plan; and advise us of any unrecorded events or transactions.
Deliverables:	Tax Planning Report
Timeline and Frequency:	The Tax Planning Report will be issued by the due date specified in your client contract.
Exclusions:	Legal or investment advice; representation in tax disputes or compliance preparation services.
Compliance and Standards:	• Compliance with Income Tax Assessment Act 1997, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Tax-efficient restructuring, estate and succession planning, tax risk management, tax compliance reviews and employee benefit planning.

TRUST DISTRIBUTION RESOLUTION	
Service Description:	Preparation of Trust Distribution Resolution
Tasks and Responsibilities:	• Review of your prior year Trust Distribution Resolution; • Confirmation with you of the estimated Trust income for the year; • Review of your Trust Deed to ensure that the income definition and distribution clauses in your Trust Deed allow the proposed Trust Distribution Resolution; • Advice about the most tax effective distribution of this estimated Trust income; and • Preparation of Trust Distribution Resolution for signature by the Trustees.
Client Responsibilities:	• Provide accurate estimate of income for the year; • Provide a copy of the trust deed – if applicable; and • Approve the tax distribution plan.
Deliverables:	Trust distribution resolution.
Timeline and Frequency:	Resolution will be provided to you for approval before 30 June.
Exclusions:	Excludes providing legal advice, audit services, routine bookkeeping, preparation of other tax returns, investment advice, ongoing compliance monitoring, representation in legal disputes, and trust deed amendments.
Compliance and Standards:	Compliance with Trust Deed, Income Tax Assessment Act 1997, APES 110 (Code of Ethics for Professional Accountants), and TPB Code of Professional Conduct.
Additional Services:	Review of trust deed; tax planning for distribution; and trust deed amendments.

FRINGE BENEFITS

FRINGE BENEFITS TAX ANNUAL RETURN	
Service Description:	Preparation and electronic lodgement of your Fringe Benefits Tax Return
Tasks and Responsibilities:	• Review of your FBT Information; • Calculation of amounts on your FBT Return; • Provide you with copies of FBT record keeping documentation as required; • Advising you of adjusting journal entries and tax code changes; • Advising you of your FBT tax liability and the due date for payment; and • Preparation and Electronic Lodgement of your FBT Return.
Client Responsibilities:	• Provide balanced financial records capable of producing accurate FBT information; • Identify benefits provided to staff or associates; and • Complete and keep FBT record documentation as required.
Deliverables:	Completed Fringe Benefits Tax return, together with relevant schedules as required.
Timeline and Frequency:	Your Fringe Benefits Tax return will be prepared in accordance with our lodgement program agreed with the Australian Tax Office or such other timeframe agreed with you in writing.
Exclusions:	Excludes providing legal advice, audit services, routine bookkeeping, preparation of other tax returns, investment advice, ongoing compliance monitoring, and representation in tax disputes.
Compliance and Standards:	• Compliance with Fringe Benefits Tax Assessment Act 1986, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Additional services may include: • FBT planning and strategy, • Compliance reviews, • Employee benefit structuring, • Record keeping, training, risk management, policy development, and reporting.

FRINGE BENEFITS TAX PLANNING	
Service Description:	Provision of fringe benefits tax (FBT) planning and salary packaging services to optimise tax efficiency and compliance with relevant tax laws.
Tasks and Responsibilities:	• Assess and analyze current salary packaging arrangements. • Develop and implement tax-efficient salary packaging strategies. • Provide advice on FBT implications of various benefits and remuneration structures. • Ensure compliance with FBT legislation and regulations.
Client Responsibilities:	• Provide access to relevant payroll and employee benefit records in a timely manner. • Ensure that all information provided is accurate and up-to-date. • Respond promptly to any requests for additional information or clarification.
Deliverables:	• Detailed FBT planning report. • Salary packaging recommendations and implementation plan.
Timeline and Frequency:	Services will be provided as requested and delivery timeline will be as agreed with you.
Exclusions:	• Excludes audit or assurance on the accuracy of the information provided. • Excludes legal advice or services related to compliance with FBT regulations. • Excludes verification of the accuracy of information provided by the client.

Compliance and Standards:	• Compliance with FBT legislation and ATO guidelines. • Adherence to the Fringe Benefits Tax Assessment Act 1986. • Compliance with relevant accounting and reporting standards.
Additional Services:	• Additional tax planning and advisory services available upon request. • Assistance with other tax-related filings and lodgements as needed.

ANNUAL ASIC COMPLIANCE

ASIC ANNUAL REVIEW	
Service Description:	Preparation of the annual ASIC review.
Tasks and Responsibilities:	• Prepare the annual ASIC review. • Prepare minutes for the director/s meeting. • Verify that company details and register are accurate and up-to-date. • Update details on the ABR as required.
Client Responsibilities:	• Provide access to company records and relevant documentation in a timely manner. • Ensure that all company details provided are accurate and up-to-date. • Respond promptly to any requests for additional information or clarification.
Deliverables:	• Annual ASIC review report. • Minutes of the annual review meeting. • Updated company details and register.
Timeline and Frequency:	The annual ASIC review will be prepared and lodged in accordance with ASIC's deadlines or such other timeframe agreed with you in writing.
Exclusions:	• Excludes audit or assurance on the accuracy of the company details and register. • Excludes legal advice or services related to compliance with ASIC regulations. • Excludes verification of the accuracy of information provided by the client.
Compliance and Standards:	• Compliance with ASIC regulations and guidelines. • Adherence to the Corporations Act 2001. • Compliance with relevant accounting and reporting standards.
Additional Services:	• Additional corporate governance and compliance advisory services available upon request. • Assistance with other ASIC-related filings and lodgements as needed.

ADDITIONAL SERVICES

ACCOUNTING SOFTWARE HEALTH CHECK	
Service Description:	Review of your current accounting software setup to identify any issues, inefficiencies, or areas for improvement.
Tasks and Responsibilities:	• Review of your accounting software; • List of recommendations to ensure you are getting the most from your software.
Client Responsibilities:	• Provide access to the accounting software and relevant financial data; • Ensure data is backed up before the health check begins; and • Respond promptly to requests for information or clarification.
Deliverables:	Delivering a comprehensive report with actionable recommendations to enhance the functionality and efficiency of your accounting software.
Timeline and Frequency:	As requested and time line agreed with you in contract.
Exclusions:	• Excludes providing legal advice, • Audit services, • Preparation of tax returns, investment advice, routine bookkeeping, • Hardware installation and maintenance, software licensing, custom software development, ongoing compliance monitoring, and data entry.
Compliance and Standards:	• Compliance with APES 315 (Compilation of Financial Information), • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and relevant tax legislation.
Additional Services:	Additional services may include software selection, system setup and configuration, data migration, customization, integration, training, support and troubleshooting, process improvement, reporting and analytics, and software updates and maintenance.

ACCOUNTING SOFTWARE IMPLEMENTATION	
Service Description:	Implement your chosen commercial accounting system. (Xero, Quickbooks Online, or MYOB)
Tasks and Responsibilities:	• Set-up of your company's accounting software; • Set-up of your company's invoice template; • Set up of payroll details, including Single Touch Payroll; • Establishment of bank feeds; • 1hr training session on how to use your accounting software - at our office or using Online Meeting software.
Client Responsibilities:	Choose the software that best suits your needs; agree to the monthly license terms.
Deliverables:	Accounting software with chart of accounts tailored for your business; bank feeds setup; and payroll setup.
Timeline and Frequency:	As agreed with you in our contract for this service.
Exclusions:	Routine bookkeeping and hardware configuration or installation.
Compliance and Standards:	• APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and relevant tax legislation.

Additional Services:	Additional services may include software selection, system setup and configuration, data migration, customization, integration, training, support and troubleshooting, process improvement, reporting and analytics, and software updates and maintenance.

AGREED UPON PROCEDURES	
Service Description:	The engagement involves performing the agreed-upon procedures on the specified subject matter, as outlined by the client. The procedures are designed to address specific areas of concern and provide factual findings without expressing an opinion or assurance.
Tasks and Responsibilities:	The specific details will be documented in your client contract, or in some cases, additional specifics may be provided in a letter or email to you. These documents collectively form the comprehensive scope of services to be provided. • Client Contract: The primary document outlining the overall scope, terms, and conditions of the advisory services. • Letters or Emails: Supplementary communications that may detail specific tasks, deliverables, or updates as needed throughout the engagement. Clients are encouraged to refer to these documents for a complete understanding of the services provided and any specific requirements or expectations.
Client Responsibilities:	• Providing access to relevant records, documents, and personnel necessary to perform the agreed-upon procedures. • Ensuring the accuracy and completeness of the information provided for the engagement.
Deliverables:	A detailed report of factual findings based on the agreed-upon procedures performed; supporting documentation and working papers for the procedures conducted.
Timeline and Frequency:	The procedures will be performed as of the date specified in the contract; the report of factual findings will be delivered within 3 working days following the completion of the procedures.
Exclusions:	The engagement does not include providing an audit or review opinion; the procedures performed do not constitute an audit or review under Australian Auditing Standards; no assurance is provided on the subject matter.
Compliance and Standards:	• Compliance with APES 305 (Terms of Engagement), • APES 110 (Code of Ethics for Professional Accountants), • ASRS 4400 (Agreed-Upon Procedures Engagements to Report Factual Findings), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Audit or review engagement subject to a new contract.

ASIC DOCUMENT LODGEMENTS	
Service Description:	Preparation and lodgement with ASIC of documents
Tasks and Responsibilities:	• Prepare ASIC Forms (as required); • Prepare Minutes of Meetings and applicable ASIC registers; • Prepare share transfer forms where applicable; • Calculate and advise you and applicable ASIC charges; • Ensure timely lodgement with ASIC; and • Filing of lodged documents and updating company register where applicable.

Client Responsibilities:	• Advise us of company changes within relevant time frames – in most cases changes to the company register must be lodged within 28 days of the effective date otherwise penalties apply; • Approve changes and return approved forms at least 3 days before they are due to be lodged.
Deliverables:	ASIC forms and company minutes and registers as required.
Timeline and Frequency:	• Forms will be provided to you for signature as required by you. • Forms will be sent to you for signature at least 3 days before lodgement is due with ASIC.
Exclusions:	Excludes legal advice.
Compliance and Standards:	Compliance with Corporations Act 2001, ASIC Regulatory Guides, APES 110 (Code of Ethics for Professional Accountants), and TPB Code of Professional Conduct.
Additional Services:	ASIC annual reviews and corporate governance advice.

ATO PAYMENT PLAN	
Service Description:	Negotiate a payment plan with the ATO on your behalf.
Tasks and Responsibilities:	• Determine your current outstanding ATO debts; • Contact the ATO and request a payment plan to repay the debt; • Communicate to you any documentation required by the ATO to consider the plan; • Obtain a confirmation of the acceptance of the plan; and • Provide you with the payment schedule and due dates.
Client Responsibilities:	• Provide us with payments terms that are maintainable; and • Provide any additional documentation requested by the ATO.
Deliverables:	Payment plan with payment schedule and due dates.
Timeline and Frequency:	As requested by you
Exclusions:	Excludes providing legal advice, audit services, preparation of other tax returns, investment advice, ongoing compliance monitoring, representation in legal disputes, routine bookkeeping, debt collection, and financial statement preparation.
Compliance and Standards:	• Compliance with APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Additional services may include debt analysis, cash flow forecasting, lodgement of overdue returns, payment plan monitoring, interest and penalty management, financial counselling, representation in ATO meetings, review of ATO correspondence, and ongoing compliance support.

BUSINESS ADVISORY	
Service Description:	Provision of comprehensive business advisory services to support strategic decision-making, enhance operational efficiency, provide assistance with key tax or business decisions, and/or drive business growth.
Tasks and Responsibilities:	The specific details will be documented in your client contract, or in some cases, additional specifics may be provided in a letter or email to you. These documents collectively form the comprehensive scope of services to be provided.

	• Client Contract: The primary document outlining the overall scope, terms, and conditions of the advisory services. • Letters or Emails: Supplementary communications that may detail specific tasks, deliverables, or updates as needed throughout the engagement. Clients are encouraged to refer to these documents for a complete understanding of the services provided and any specific requirements or expectations.
Client Responsibilities:	• Provide access to relevant records and documentation in a timely manner. • Ensure that all information provided is accurate and up-to-date. • Engage in regular communication and collaboration to facilitate effective advisory services. • Respond promptly to any requests for additional information or clarification.
Deliverables:	The specific details will be documented in your client contract, or in some cases, additional specifics may be provided in a letter or email to you. These documents collectively form the comprehensive scope of services to be provided. • Client Contract: The primary document outlining the overall scope, terms, and conditions of the advisory services. • Letters or Emails: Supplementary communications that may detail specific tasks, deliverables, or updates as needed throughout the engagement. Clients are encouraged to refer to these documents for a complete understanding of the services provided and any specific requirements or expectations.
Timeline and Frequency:	Business advisory services will be provided on an ongoing basis, with specific timelines and frequency of deliverables detailed in the contract.
Exclusions:	Compliance or audit services
Compliance and Standards:	• Tax Agent Services Act 2009: Governing the registration and regulation of tax agents. • Code of Professional Conduct: Outlined in the Tax Agent Services Act 2009.
Additional Services:	Tax or accounting compliance work.

BUSINESS NAME REGISTRATION	
Service Description:	Registering a business name with the Australian Securities and Investments Commission (ASIC) for a client entity. It includes consultation, preparation, submission of the application, and ensuring compliance with all relevant regulations.
Tasks and Responsibilities:	• Consultation: Conduct initial consultations to understand the client's business structure and name preferences. • Name Availability Check: Perform a search to ensure the desired business name is available and does not infringe on existing trademarks. • Documentation: Prepare and review all necessary documentation for the business name registration. • Application Submission: Submit the business name registration application through ASIC Connect or the Business Registration Service. • Follow-Up: Monitor the application status and address any issues or queries from ASIC.
Client Responsibilities:	• Provision of Information: Provide all necessary information, including the Australian Business Number (ABN), proposed business name, and business details. • Decision Making: Make timely decisions regarding the business name and any alternative names if the preferred name is unavailable. • Payment: Ensure payment of the registration fee within the specified timeframe to avoid application rejection.

Deliverables:	Business Name Registration Confirmation: Official confirmation of the business name registration from ASIC.
Timeline and Frequency:	Application Submission: 1-2 business days after documentation is ready. Registration Confirmation: Typically within 48 hours of application submission.
Exclusions:	• Trademark Registration: This service does not include trademark registration for the business name. • Legal Disputes: Handling any legal disputes arising from the business name registration. • Ongoing Compliance: Ongoing compliance management beyond the initial registration.
Compliance and Standards:	Adherence to the Business Names Registration Act 2011 and other relevant legislation. Fulfillment of all reporting and disclosure obligations as mandated by ASIC.
Additional Services:	• Trademark Search and Registration: Additional services to search for and register trademarks to protect the business name. • Business Structure Advice: Consultation on the most suitable business structure for the client's needs. • Ongoing Compliance Support: Regular reviews and updates to ensure continued compliance with evolving regulations •

BUSINESS RESTRUCTURES	
Service Description:	Business restructure and asset protection strategies
Tasks and Responsibilities:	• Review of your current financial position and future goals; • Research and preparation of Letter of Advice to you about Asset Protection, and • Recommendations about your business structure; • Preparation of a Proposed Business Structure Diagram and an Action Plan.
Client Responsibilities:	• Provide balanced financial records – if applicable; • Provide details of your objectives; • Identify all stakeholders and participants in the business structure; and • Complete all questionnaires we require of you.
Deliverables:	Letter of advice, including recommendation about your business structure, asset protection strategy, proposed structure diagram, and an action plan.
Timeline and Frequency:	Letter of advice will be issued by the due date specified in your client contract. Requests for further information from yourself will have the effect of extending the deliverable time accordingly.
Exclusions:	Excludes providing legal advice, tax return preparation, audit services, routine bookkeeping, investment advice, ongoing compliance monitoring, and representation in legal disputes.
Compliance and Standards:	Compliance with Corporations Act 2001, Income Tax Assessment Act 1997, APES 110 (Code of Ethics for Professional Accountants), and TPB Code of Professional Conduct.
Additional Services:	Additional services may include entity establishments, estate planning, succession planning, and assistance with implementing advice.

CLIENT MEETING/CONSULTATION	
Service Description:	Personalized, one-on-one sessions to discuss your financial, accounting, business advice, and/or tax-related matters.

Tasks and Responsibilities:	Conduct a thorough review of situation and relevant documents you wish to discuss; provide expert advice on accounting, tax, and/or business consulting; discuss and develop strategies to address specific needs and objectives; answer questions and provide clarifications on complex financial topics; document the key points and action items from the meeting for future reference.
Client Responsibilities:	Provide all necessary financial documents and information prior to the meeting; clearly communicate goals, concerns, and questions during the consultation; follow up on any action items or additional information requests.
Deliverables:	A summary report of the meeting, including key discussion points, recommendations, and action items; any additional documents or resources requested; ongoing support and follow-up as needed to ensure the successful implementation of the advice provided.
Timeline and Frequency:	Initial consultation scheduled at a mutually convenient time; follow-up meetings or consultations scheduled as needed, based on client's requirements and the complexity of the issues discussed; regular check-ins or progress reviews may be scheduled to monitor the implementation of strategies and advice.
Exclusions:	Legal advice or representation in legal matters; audit services or providing audit opinions on financial statements; preparation and filing of tax returns unless specifically included; investment advice or financial planning; routine bookkeeping and accounting services unless specifically included; representation in legal disputes or litigation.
Compliance and Standards:	Compliance with APES 110 (Code of Ethics for Professional Accountants), TPB Code of Professional Conduct, and relevant ATO guidelines.
Additional Services:	• Tax planning and strategy development. • Financial forecasting and budgeting. • Business advisory services. • Cash flow management and analysis. • Risk management and mitigation strategies. • Assistance with regulatory compliance and reporting. • Customized training and workshops on financial topics.

CLIENT UPDATE	
Service Description:	This service involves the preparation and submission of the Client Update form to the Australian Taxation Office (ATO) to update tax lodgement status.
Tasks and Responsibilities:	• Consultation: Conduct initial consultations to understand the specific updates required for the client's details. • Form Preparation: Prepare the Client Update form accurately, ensuring all details are correctly entered. • Submission: Submit the completed form to the ATO using the Practitioner Lodgement Service (PLS) or Online Services for Agents. • Follow-Up: Monitor the submission status and address any issues or queries from the ATO.
Client Responsibilities:	• Provision of Information: Provide all necessary information and documentation in a timely manner. • Accuracy: Ensure the accuracy and completeness of the information provided. • Communication: Respond promptly to any queries or requests for additional information. • Compliance: Adhere to all legal and regulatory requirements related to the updates.
Deliverables:	Completed Client Update Form: An accurately completed Client Update form ready for submission to the ATO.
Timeline and Frequency:	This form is lodged annually where a taxpayer is not required to render a full tax return. Client update will be prepared as required based on the taxpayer’s circumstances.

Exclusions:	Ongoing Management: Ongoing management of the client's tax affairs beyond the current update.
Compliance and Standards:	Adherence to relevant Australian tax laws and regulations, including the Taxation Administration Act 1953. APES 110 (Code of Ethics for Professional Accountants), TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Tax Planning: Additional tax planning services to optimize the client's tax position.

COMPANY INCORPORATION	
Service Description:	Our service for establishing a new company provides comprehensive support to ensure your business is set up correctly and complies with all legal and regulatory requirements. This includes assistance with selecting the appropriate business structure, preparing and lodging necessary documents, and providing ongoing support to help your new company thrive.
Tasks and Responsibilities:	• Preparing and lodging the necessary documents with ASIC to register the new company. • Obtaining an Australian Business Number (ABN) and Tax File Number (TFN) for the new company. • Registering for Goods and Services Tax (GST) and other relevant taxes if required. • Drafting the company's constitution and other foundational documents. • Setting up initial company records and registers. • Providing guidance on compliance with ongoing regulatory requirements.
Client Responsibilities:	• Providing all necessary information and documentation required for company registration. • Ensuring that the information provided is accurate and complete. • Responding promptly to any requests for additional information or clarification. • Implementing any necessary changes to business processes to comply with regulatory requirements. • Maintaining ongoing compliance with corporate governance and regulatory obligations.
Deliverables:	• Completed and lodged company registration documents with ASIC. • Obtained ABN and TFN for the new company. • Registered for GST and other relevant taxes if required. • Drafted company constitution and other foundational documents. • Initial company records and registers set up. • Ongoing support to address any issues or questions related to company establishment.
Timeline and Frequency:	• Initial consultation and information collection: 1-2 business days. • Preparation and review of registration documents: 2-3 business days. • Lodgement with ASIC and obtaining ABN/TFN: 1-2 business days. • Confirmation of registration and setup: 5-10 business days, depending on ASIC processing times. • Frequency: One-time service, with additional support as needed.
Exclusions:	• Legal advice or representation in legal matters.
Compliance and Standards:	Compliance with Corporations Act 2001, ASIC Regulatory Guides, APES 110 (Code of Ethics for Professional Accountants), TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	• Business structure advice to ensure optimal tax and legal setup. • Tax planning and strategy development. • Representation in communications with ASIC and the ATO regarding company matters. • Assistance with obtaining necessary business licenses and permits.

PAYGI VARIATION	
Service Description:	Vary your PAYG Instalment
Tasks and Responsibilities:	• Determine the estimated PAYGi amount and the appropriate reason code for the variation; • Prepare and lodge your PAYGi form with the ATO.
Client Responsibilities:	Provide accurate assessment on income and tax paid for the relevant period.
Deliverables:	PAYGi variation form for your approval.
Timeline and Frequency:	As requested, form will be provided to you within 4 working days of request.
Exclusions:	Excludes preparation of income tax return; tax estimates or calculations; or tax planning.
Compliance and Standards:	• Compliance with Income Tax Assessment Act 1997, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Additional services may include cash flow forecasting, financial analysis, tax planning, representation in ATO communications, and monitoring and reporting.

PAYG WITHHOLDING VARIATIONS	
Service Description:	Provision of services for the preparation and lodgement of Pay As You Go (PAYG) Withholding Variations to ensure compliance with Australian Taxation Office (ATO) requirements and optimize tax withholding amounts for taxpayers.
Tasks and Responsibilities:	• Prepare and lodge PAYG Withholding Variation applications. • Review and analyse employee income and withholding amounts. • Provide advice on PAYG Withholding Variation requirements and implications. • Ensure compliance with ATO guidelines and deadlines. • Communicate with the ATO on behalf of the client to resolve any issues or discrepancies.
Client Responsibilities:	• Provide access/information relevant to income and deduction records in a timely manner. • Ensure that all information provided is accurate and up-to-date. • Respond promptly to any requests for additional information or clarification.
Deliverables:	• Completed and lodged PAYG Withholding Variation applications. • Updated withholding amounts for employees.
Timeline and Frequency:	• PAYG Withholding Variation applications will be prepared and lodged in accordance with ATO deadlines or such other timeframe agreed with you in writing. • Ongoing updates to withholding amounts will be made as required throughout the year.
Exclusions:	Excludes lodgement of tax returns or preparation of annual information for inclusion in such returns.
Compliance and Standards:	• Compliance with PAYG Withholding Variation requirements and ATO guidelines. • Adherence to the Income Tax Assessment Act 1997. • Tax Agent Services Act 2009: Governing the registration and regulation of tax agents. • Code of Professional Conduct: Outlined in the Tax Agent Services Act 2009.
Additional Services:	• Additional advisory services related to PAYG Withholding and tax planning available upon request. • Assistance with other tax-related filings and lodgements as needed.

QBCC COMPLIANCE	
Service Description:	Preparation and submission of annual reports and/or license upgrade applications for compliance with the Queensland Building and Construction Commission (QBCC) requirements.
Tasks and Responsibilities:	• Prepare and lodge annual reports as required by the QBCC. • Assist with the preparation and submission of license upgrade applications. • Verify that all information provided is accurate and complete. • Communicate with the QBCC on behalf of the client to resolve any issues or discrepancies. • Provide guidance on QBCC compliance requirements and deadlines.
Client Responsibilities:	• Provide access to relevant business records and documentation in a timely manner. • Ensure that all information and/or documentation provided is complete, accurate and up-to-date. • Respond promptly to any requests for additional information, documentation or clarification. • Invite a Jewell Moore team member to your QBCC profile.
Deliverables:	• Annual QBCC compliance report. • Completed license upgrade application(s). • Confirmation of submission and any updates made to QBCC records.
Timeline and Frequency:	• Annual reports will be prepared and lodged in accordance with QBCC deadlines or such other timeframe agreed with you in writing. • License upgrade applications will be prepared and submitted as required throughout the year.
Exclusions:	• Excludes audit or assurance on the accuracy of the information provided. • Excludes legal advice or services related to compliance with QBCC regulations. • Excludes verification of the accuracy of information provided by the client.
Compliance and Standards:	• Compliance with QBCC regulations and guidelines. • Adherence to the Queensland Building and Construction Commission Act 1991. • Compliance with relevant accounting and reporting standards.
Additional Services:	• Audit or review engagements

SMSF ANNUAL COMPLIANCE	
Service Description:	Provision of annual compliance services for Self-Managed Superannuation Funds (SMSFs), including the arrangement of an external independent audit to ensure compliance with relevant superannuation laws and regulations.
Tasks and Responsibilities:	• Prepare and lodge the SMSF annual return. • Maintain and update SMSF records and financial statements. • Arrange for an external independent audit of the SMSF. • Ensure compliance with superannuation laws and regulations. • Provide advice on SMSF compliance requirements and deadlines. • Communicate with the Australian Taxation Office (ATO) and the Australian Securities and Investments Commission (ASIC) on behalf of the client to resolve any issues or discrepancies.
Client Responsibilities:	• Provide access to SMSF records and relevant documentation in a timely manner. • Ensure that all information provided is accurate and up-to-date. • Respond promptly to any requests for additional information or clarification.
Deliverables:	• Completed and lodged SMSF annual return. • Updated SMSF financial statements and records.

	• Confirmation of the external independent audit. • Compliance report detailing adherence to superannuation laws and regulations.
Timeline and Frequency:	The annual financial report, tax return, and external independent audit will be arranged and completed in accordance with ATO deadlines or such other timeframe agreed with you in writing.
Exclusions:	• Excludes audit or assurance on the financial report or tax return. • Excludes legal advice or services related to compliance with superannuation laws. • Excludes verification of the accuracy of information provided by the client.
Compliance and Standards:	• Compliance with the Superannuation Industry (Supervision) Act 1993. • Compliance with AASB standards APES 315: Compilation of Financial Information. • Adherence to Code of Professional Conduct: outlined in the Tax Agent Services Act 2009.
Additional Services:	• Assistance with other SMSF-related filings and lodgements as needed. • ASIC compliance services • Transfer Balance Account Reporting (TBAR)

TAX REGISTRATIONS	
Service Description:	Apply for relevant tax registration/s as agreed with you.
Tasks and Responsibilities:	• Collecting and verifying all required information and documentation from you; • Preparing the tax registration application forms accurately and completely; • Lodging the completed application forms with the ATO on behalf of you or your entity; • Communicating with the ATO to address any queries or issues that arise during the registration process; and • Provide you with confirmation of successful registration and any relevant documentation.
Client Responsibilities:	• Provide all necessary information and documentation required for the tax registration application; • Ensure that the information provided is accurate and complete; • Respond promptly to any requests for additional information or clarification; • Implement any necessary changes to business processes to comply with tax registration requirements.
Deliverables:	• Complete and lodge tax registration application forms; • Confirmation of successful registration from the ATO; and • Ongoing support to address any issues or questions related to the tax registration.
Timeline and Frequency:	• Initial assessment and information collection: 1-2 business days. • Preparation and review of application forms: 2-3 business days. • Lodgement with the ATO: 1 business day. • Follow-up and confirmation of registration: 5-10 business days, depending on ATO processing times. • Frequency: One-time service, with additional support as needed.
Exclusions:	Preparation and filing of other tax returns unless specifically included.
Compliance and Standards:	Compliance with Income Tax Assessment Act 1997, GST Act 1999, APES 110 (Code of Ethics for Professional Accountants), TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	• Business structure advice to ensure optimal tax registration. • Tax planning and strategy development. • Assistance with ongoing tax compliance and reporting. • Preparation and lodgement of other tax-related applications and forms. • Review and update of existing tax registrations to ensure continued compliance.

TRANSFER BALANCE ACCOUNT REPORTING (TBAR)	
Service Description:	Provision of services for the preparation and lodgement of Transfer Balance Account Reporting (TBAR) returns to ensure compliance with Australian Taxation Office (ATO) requirements for superannuation funds.
Tasks and Responsibilities:	• Prepare and lodge TBAR returns as required by the ATO. • Maintain and update records of transfer balance account events. • Ensure compliance with TBAR reporting requirements and deadlines. • Provide advice on TBAR compliance and reporting obligations. • Communicate with the ATO on behalf of the client to resolve any issues or discrepancies.
Client Responsibilities:	• Provide access to relevant superannuation fund records and documentation in a timely manner. • Ensure that all information provided is accurate and up-to-date. • Respond promptly to any requests for additional information or clarification.
Deliverables:	• Completed and lodged TBAR returns. • Updated records of transfer balance account events.
Timeline and Frequency:	• TBAR returns will be prepared and lodged in accordance with ATO deadlines or such other timeframe agreed with you in writing. • Ongoing updates to transfer balance account records will be made as required throughout the year as notified by you.
Exclusions:	• Excludes legal advice or services related to compliance with superannuation laws. • Excludes verification of the accuracy of information provided by the client.
Compliance and Standards:	• Compliance with TBAR reporting requirements and ATO guidelines. • Adherence to the Superannuation Industry (Supervision) Act 1993. • Adherence to tax practitioners regulations, including Tax Agent Services Act 2009, Code of Professional Conduct: Outlined in the Tax Agent Services Act 2009.
Additional Services:	• Assistance with other superannuation-related filings and lodgements as needed.

TRUST DEED VARIATION	
Service Description:	This service involves the preparation and execution of a variation to an existing trust deed. It includes consultation, drafting the deed of variation, and ensuring compliance with all relevant legal and regulatory requirements to reflect the desired changes in the trust's terms.
Tasks and Responsibilities:	• Consultation: Conduct initial consultations to understand the client's requirements and the specific changes needed in the trust deed. • Review of Existing Trust Deed: Analyze the current trust deed to identify the provisions that need to be varied. • Drafting the Deed of Variation: Prepare the legal document that outlines the changes to the trust deed. • Execution and Registration: Facilitate the execution of the deed of variation by the trustees and, if necessary, register the variation with relevant authorities.
Client Responsibilities:	• Provision of Information: Provide all necessary information and documentation related to the existing trust deed and the desired changes. • Decision Making: Make timely decisions regarding the specific variations to be made. • Execution: Ensure that all relevant parties, including trustees and beneficiaries, are available to execute the deed of variation.

	• Compliance: Adhere to all legal and regulatory requirements, including obtaining any necessary consents or approvals.
Deliverables:	• Deed of Variation: A legally binding document that outlines the changes to the trust deed. • Supporting Documentation: Copies of all relevant documents, including consents and approvals from trustees and beneficiaries.
Timeline and Frequency:	1-2 weeks depending on the availability of all parties.
Exclusions:	• Tax Advice: Specific tax advice beyond the general compliance requirements. • Legal advice: We do not include specific legal advice about the variation. • Ongoing Trust Management: Ongoing management of the trust beyond the variation process.
Compliance and Standards:	Adherence to relevant legislation, including the Trustee Act 1925 and other applicable laws.
Additional Services:	• Tax Planning: Additional tax planning services to optimize the benefits of the trust variation. • Estate Planning: Integration of the trust variation into the client's broader estate planning strategy. • Ongoing Compliance Support: Regular reviews and updates to ensure continued compliance with evolving regulations.

TRUST / SUPERANNUATION FUND SETTLEMENT	
Service Description:	This service involves the comprehensive establishment of a new trust or superannuation fund tailored to the client's specific financial goals and requirements. It includes consultation, legal documentation, and administrative setup to ensure the trust/fund is established effectively and in compliance with relevant regulations.
Tasks and Responsibilities:	• Consultation and Planning: Conduct initial consultations to understand the client's financial objectives and requirements. • Documentation: Draft and review all necessary legal documents, including the trust deed or superannuation fund agreement. • Registration: Register the trust or superannuation fund with relevant authorities, such as the Australian Taxation Office (ATO) for tax file numbers and Australian Business Numbers (ABN). • Compliance: Ensure the registration complies with the Superannuation Industry (Supervision) Act 1993 (SIS Act) and other relevant legislation.
Client Responsibilities:	• Provision of Information: Provide all necessary personal and financial information required for the setup. • Decision Making: Make timely decisions regarding the type of trust or superannuation fund and the selection of trustees. • Funding: Ensure the initial funding of the trust or superannuation fund is completed as per the agreed timeline. • Compliance: Adhere to all legal and regulatory requirements, including providing consent for trustee appointments.
Deliverables:	• Trust Deed or Fund Agreement: A legally binding document outlining the terms and conditions of the trust or superannuation fund. • Registration Documents: Proof of registration with relevant authorities, including tax file numbers and ABNs.
Timeline and Frequency:	• 1-2 weeks depending on ATO processing time. • Frequency: One-time service, with additional support as needed.
Exclusions:	• Tax Advice: Specific tax advice beyond the general setup and compliance requirements. • Investment Management: Ongoing management of the trust or superannuation fund's investments.

	• Structure advice – available as an additional service. • Legal Disputes: Handling any legal disputes arising from the trust or superannuation fund.
Compliance and Standards:	Adherence to the Superannuation Industry (Supervision) Act 1993 (SIS Act) and other relevant legislation. Fulfillment of all reporting and disclosure obligations as mandated by the Australian Prudential Regulation Authority (APRA) and the Australian Securities and Investments Commission (ASIC)
Additional Services:	• Structure advice. • Estate Planning: Integration of the trust or superannuation fund into the client's broader estate planning strategy.

MONTHLY SERVICES

BAS RETURN	
Service Description:	Preparation and electronic lodgement of your Business Activity Statement
Tasks and Responsibilities:	• Review of your financial records, including bank reconciliations, debtors/creditors (As applicable); • Reconciliation of your records to ATO records; calculation of amounts on your BAS and reconciliation to your financial records; • Preparation of BAS adjustment entries; • Advising you of adjusting journal entries and tax code changes; • Advising you of your tax liability (OR REFUND) and the due date for payment; and • Preparation and Electronic Lodgement of your BAS.
Client Responsibilities:	• Provide balanced financial records; and • Provide copies of documents supporting the balance sheet amounts.
Deliverables:	Completed BAS return
Timeline and Frequency:	Based on BAS lodgement due date; return to be provided to client 3 days for payment due date.
Exclusions:	Preparation of other tax returns; representation in legal disputes, and routine bookkeeping.
Compliance and Standards:	• Compliance with GST Act 1999, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	• BAS registration; • Management reporting; • Budgets and cash flow reports, and • Tax planning

BOOKKEEPING	
Service Description:	Our bookkeeping service ensures that your financial records are accurately maintained and up-to-date. This includes recording financial transactions, and reconciling accounts.
Tasks and Responsibilities:	• Recording all financial transactions, including sales, purchases, receipts, and payments. • Reconciling bank statements and credit card accounts to ensure accuracy. • Maintaining the general ledger and subsidiary ledgers. • Processing accounts payable and accounts receivable. • Ensuring compliance with relevant accounting standards and tax regulations.
Client Responsibilities:	• Providing all necessary financial documents and information in a timely manner. • Ensuring that the information provided is accurate and complete. • Responding promptly to any requests for additional information or clarification. • Implementing any necessary changes to business processes to ensure accurate record-keeping. • Maintaining ongoing communication with the bookkeeping team to address any issues or concerns.
Deliverables:	• Reconciled bank statements and credit card accounts. • Maintained general ledger and subsidiary ledgers. • Processed accounts payable and accounts receivable.
Timeline and Frequency:	Ongoing bookkeeping tasks: Weekly or monthly, depending on the client's needs.

Exclusions:	• Preparation and filing of other tax returns unless specifically included. • Payroll processing unless specifically included. • Preparing and collecting sales invoices. • Ordering from suppliers and making payments. • Making payments of any kind.
Compliance and Standards:	• Compliance with APES 315 (Compilation of Financial Information), • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and relevant AASB standards.
Additional Services:	• Payroll processing and management. • Tax planning and strategy development. • Assistance with regulatory compliance and reporting. • Representation in communications with the ATO regarding bookkeeping matters. • Review and update of existing bookkeeping processes to improve efficiency and compliance. • Financial forecasting and budgeting. • Cash flow management and analysis.

IAS RETURN	
Service Description:	Preparation and electronic lodgement of your Instalment Activity Statement (IAS) Return
Tasks and Responsibilities:	• Review your payroll summary; • Review reconciliation of your payroll summary to your financial records; • Prepare IAS for your approval; • Advising you of your IAS tax liability and the due date for payment; and • Preparation and Electronic Lodgement of your IAS Return.
Client Responsibilities:	• Provide payroll summary for the relevant period; and • Provide balanced accounting information for the period.
Deliverables:	Preparation of IAS
Timeline and Frequency:	Based on IAS lodgement due date; return to be provided to client 3 days for payment due date.
Exclusions:	• Preparation of other tax returns; • Representation in legal disputes, and • Routine bookkeeping.
Compliance and Standards:	• Compliance with Income Tax Assessment Act 1997, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	IAS registration; and tax planning

MONTHLY MANAGEMENT REPORTS	
Service Description:	Produce monthly management reports
Tasks and Responsibilities:	Production of monthly management reports based on your reconciled and balanced accounting software data; review the report for commentary purposes; and send you a copy.
Client Responsibilities:	Ensure that your accounting records are reconciled and balanced.

Deliverables:	Monthly management accounts comprising a Balance Sheet and Profit and Loss with year to date and monthly figures.
Timeline and Frequency:	Monthly or quarterly as required in your contract, to be sent to you within 5 workings days of your month end accounts being reconciled and balanced and being made available to us.
Exclusions:	Excludes providing legal advice, audit services, preparation of tax returns, investment advice, ongoing compliance monitoring, representation in legal disputes, and routine bookkeeping.
Compliance and Standards:	• Compliance with APES 315 (Compilation of Financial Information), • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and relevant tax legislation.
Additional Services:	Additional services may include variance analysis, financial forecasting, KPI reporting, cash flow management, budget preparation, cost analysis, strategic planning, financial health checks, and ad hoc financial analysis.

PAYROLL PROCESSING	
Service Description:	Processing of payroll for the selected period.
Tasks and Responsibilities:	• Processing of Payroll; • Calculate all PAYGW, and Super for you; • Calculate Employee Entitlements - Annual Leave, Personal Leave and Long Service Leave; • Electronic lodgement of Single Touch Payroll report with ATO. •
Client Responsibilities:	• Provide us with accurate hours (Worked, leave etc) for processing; • Ensure compliance with awards; • Provide us with rate of pay and any variances, • Provide approved details of bonuses, deductions, salary sacrifice amounts, and • Any other items which may impact pay.
Deliverables:	Pay schedule; payslips; and STP lodgement lodged electronically.
Timeline and Frequency:	Based on special scope conditions or otherwise agreed with you.
Exclusions:	• Ongoing compliance monitoring, • Representation in legal disputes, HR services, employee benefits administration.
Compliance and Standards:	• Compliance with Fair Work Act 2009, • Superannuation Guarantee (Administration) Act 1992, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Additional services may include payroll setup, employee onboarding, payroll tax filing, superannuation processing, leave management, payroll reporting, STP reporting, year-end processing, payroll compliance reviews, employee self-service, and training and support.

PAYROLL TAX RETURN	
Service Description:	Prepare your payroll tax return and lodge it with relevant State authority
Tasks and Responsibilities:	• Identify relevant associated entities for payroll tax purposes; • Determine gross payroll for declaration purposes; • Prepare payroll tax return and lodge it with the relevant State authority.

Client Responsibilities:	• Declare all associated entities; • Provide details of location of all employees; and • Provide reconciled payroll information and financial reports.
Deliverables:	Lodgement of payroll tax return and provide copy of form for payment.
Timeline and Frequency:	As per schedule of payroll tax lodgement obligation.
Exclusions:	• Excludes providing legal advice, • Audit services, • Preparation of other tax returns, • Investment advice, • Ongoing compliance monitoring, • Representation in legal disputes, • Routine bookkeeping, HR services, employee benefits administration, and software licensing.
Compliance and Standards:	Compliance with Payroll Tax Act 1971 (QLD), APES 110 (Code of Ethics for Professional Accountants), TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Additional services may include payroll tax registration, payroll tax compliance reviews, employee classification, and payroll tax planning.

STP FINALISATION	
Service Description:	Lodge your finalised STP report with the ATO.
Tasks and Responsibilities:	• Review reconciliation of payroll to financial information; • Include any reportable benefits applicable; • Lodge STP finalisation report electronically with the ATO.
Client Responsibilities:	• Provide reconciled payroll and financial information; • Provide details of reportable benefits to be included in reports.
Deliverables:	Lodge STP report electronically with the ATO.
Timeline and Frequency:	Lodgement by the 14th July.
Exclusions:	• Excludes providing legal advice, audit services, preparation of other tax returns, investment advice, ongoing compliance monitoring, representation in legal disputes, and routine bookkeeping.
Compliance and Standards:	• Compliance with Single Touch Payroll (STP) legislation, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Additional services may include payroll processing, data validation, STP compliance reviews, employee communication, training and support, correction of errors, lodgement of amendments, year-end reconciliation, representation in ATO communications, and ongoing monitoring and reporting.

SUPERANNUATION GUARANTEE CHARGE LODGEMENT	
Service Description:	This service ensures accurate calculation, preparation, and lodgement of the SGC statement with the ATO, helping to avoid further penalties and interest charges.

Tasks and Responsibilities:	• Reviewing payroll records to identify any superannuation shortfalls. • Calculating the superannuation guarantee charge, including nominal interest and administration fees. • Preparing the SGC statement accurately and completely. • Lodging the SGC statement with the ATO on behalf of the client. • Communicating with the ATO to address any queries or issues that arise during the lodgement process. • Providing the client with confirmation of successful lodgement / payment details and any relevant documentation.
Client Responsibilities:	• Providing accurate and complete payroll data for all employees. • Ensuring that employee details and superannuation fund information are up-to-date. • Responding promptly to any requests for additional information or clarification. • Implementing any necessary changes to payroll processes to prevent future superannuation shortfalls.
Deliverables:	• Calculated superannuation guarantee charge amounts, including nominal interest and administration fees. • Completed and lodged SGC statement with the ATO. • A summary report detailing the SGC calculation. • Ongoing support to address any issues or questions related to SGC compliance.
Timeline and Frequency:	• Calculation and preparation of the SGC statement: 2-3 business days. • Lodgement with the ATO: 1 business day. • Frequency: As required when superannuation shortfalls are identified.
Exclusions:	• Preparation and filing of other tax returns unless specifically included. • Routine bookkeeping and accounting services unless specifically included.
Compliance and Standards:	Compliance with Superannuation Guarantee (Administration) Act 1992, APES 110 (Code of Ethics for Professional Accountants), TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	• Review and update of existing superannuation processes to improve efficiency and compliance. • Assistance with resolving superannuation guarantee shortfalls and related penalties.

SUPERANNUATION GUARANTEE LODGEMENT	
Service Description:	Lodgement of your superannuation contributions for your employees. This service helps you comply with the Superannuation Guarantee (Administration) Act 1992 and avoid penalties for non-compliance.
Tasks and Responsibilities:	• Collecting and verifying employee payroll data to determine superannuation contributions. • Calculating the correct superannuation guarantee amounts based on employee earnings. • Preparing and lodging superannuation guarantee statements with the ATO or relevant clearing house. • Sending you the information for timely payment of superannuation contributions to the appropriate superannuation funds. • Communicating with the ATO and superannuation funds to resolve any issues or discrepancies.
Client Responsibilities:	• Provide accurate and complete payroll data for all employees. • Ensure that employee details and superannuation fund information are up-to-date. • Responding promptly to any requests for additional information or clarification. • Implement any necessary changes to payroll processes to ensure ongoing compliance with superannuation obligations.

Deliverables:	• Calculated superannuation guarantee amounts for each employee. • Lodged superannuation guarantee statements with the ATO or relevant clearing house.
Timeline and Frequency:	• Frequency: Quarterly or as required by the client's payroll cycle. • The payment statements will be provided to you before due date.
Exclusions:	• Legal advice or representation in legal matters. • Preparation and filing of other tax returns unless specifically included. • Routine bookkeeping and accounting services unless specifically included.
Compliance and Standards:	Compliance with Superannuation Guarantee (Administration) Act 1992, APES 110 (Code of Ethics for Professional Accountants), TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	• Assistance with the setup and management of superannuation funds. • Assistance with resolving superannuation guarantee shortfalls and related penalties.

TAXABLE PAYMENT REPORT	
Service Description:	Lodge your taxable payment report with the ATO
Tasks and Responsibilities:	• Review your financial information for payments to relevant vendors; • Populate the report from your vendors details; and • Lodge the completed report electronically with the ATO.
Client Responsibilities:	• Provide reconciled financial information; • Provide vendor details required to be included in return; and • Ensure accounting software is setup correctly to facilitate reporting.
Deliverables:	TPAR report to be lodged with ATO
Timeline and Frequency:	Annually based on ATO lodgement deadline
Exclusions:	Preparation of other tax returns; routine bookkeeping; and setup of software reporting system.
Compliance and Standards:	• Compliance with Taxable Payments Reporting System (TPRS) legislation, • APES 110 (Code of Ethics for Professional Accountants), • TPB Code of Professional Conduct, and ATO guidelines.
Additional Services:	Additional services may include TPAR registration, data collection; representation in ATO communications; and TPAR compliance reviews.