

BOOKKEEPING T&C's

1. Packages have their fee paid monthly. Accordingly when agreeing to commence you are doing so for a full 12 months. For all subsequent 12 month periods your package will be renewed. At no stage during this agreement will there be any reimbursement for fees paid.
2. When you go over the number of monthly transactions allowed in your Package there will be an additional monthly fee charged. This will be reviewed after the completion of each quarter's books. At the end of each quarter there may be a one-off credit or payment made, and your monthly direct debit adjusted accordingly.
3. A transaction is deemed to be any item that is paid or received into / from a bank account or credit card or a loan account. (Transactions do not include the regular pays that we process for your employees.)
4. Up to 50 transactions per month are included in your package. Each additional 50 transactions will incur a fee of \$60 inc GST.
5. Information such as tax deduction invoices, bank statements and credit card statements are transferred electronically directly into Xero in a timely manner.
6. Package fees allow for preparation and lodgement of 1 BAS per quarter and 1 IAS per month. BAS or IAS preparation and lodgement in excess of this will incur a fee from \$30 per statement.
7. A one-off fee from \$330.00 will apply where required to convert your old accounting system to Xero, conduct Xero training and/or bring the accounts up-to-date.
8. One-off setup fee to set up chart of accounts in Xero will incur a fee from \$150.00
9. Preparation of an annual budget in Xero will incur a fee of \$550.00.
10. Xero subscription costs are the client's responsibility, including payroll access. This fee is not included in the Package price.
11. One-off setup fee to set up payroll in Xero will incur a fee from \$75.00.
12. Standard employee terminations will incur a fee of \$22 per termination whilst non-standard or complex terminations will be charged at an hourly rate of \$180. Employee additions will incur a fee of \$17 per transaction where greater than 2 additions are required within a 1 month period.
13. If you have more than 5 employees, the cost of the Payroll Package will increase by \$55.00 per month, per 5 employees. If you wish to process payroll on a weekly basis, the monthly fee will increase by \$110 per 5 employees.
14. The monthly fee for payroll covers processing only. We accept no responsibility for setting pay rates for your employees and process pay runs based on the information you provide to us with respect to pay rates, penalty rates and hours worked. If you require additional assistance in this area we can refer you to external bodies that will provide industry specific advice.
15. We reserve the right to increase the monthly package fee charged if the aforementioned terms and conditions are not satisfied as required.
16. Payroll must be provided to us using an automated timesheet system such as Deputy or an administration fee will be charged following the first month of processing. Payrolls are processed on a Monday or Wednesday.
17. Superior Accounting Group reserve the right to amend and update these terms of service as they see fit to do so. If changes occur, your terms of contract will remain for the current financial year and will be updated at the commencement of the next.
18. We will take all reasonable precautions to ensure that any electronic data that contains your private information is securely stored and that any email transmissions are protected and are not able to be intercepted by third parties. However, we cannot be held liable for any loss that you might incur as a consequence of any third party intervention that accesses, procures or copies any data that contains your private information from any medium or device we use to store or transmit such information. In the event that, despite our firm having taken reasonable precautions to securely store your private information, you suffer any losses arising from unauthorised cyber-activity, you agree to forever release us from any claim for your losses.

I have read and agreed to the above Terms & Conditions

Print Name _____

DATE: _____

Signature _____

