

## ACCOUNTING SERVICE PACKAGES:

Service Level	Basic	Intermediate	Advanced	Premium	Full Outsourced
No of Transactions	N/A	Upto 200/Qtr	Upto 300/Qtr	Upto 400/Qtr	N/A
Yearly Turnover	Upto \$250K	Upto \$500K	Upto \$1m	Upto \$1.5m	N/A
<b>Responsibilities</b>	Clients keep records, provide Info in specified format. Edge review & lodge.	Clients keep records, provide bank statements & other info, Edge summarise & lodge.	Clients keep records, enter data in the system, provide bank statements & other info, Edge summarise & lodge.	Clients keep records, provide bank statements & other info, Edge enter data by bank feeds, review & reconcile system, summarise & lodge.	Full function outsourcing. Edge work as company accountants.
Basic Training- Rules & Regulations	✓	✓	✓	✓	✓
Software- Setup & Training	✗	✗	✓	✓	✓
Cash Book- Excel Based	✗	✓	✗	✗	✗
Bookkeeping - By Bank Feeds	✗	✗	✗	✓	✓
Record Keeping- High Level	✗	✗	✓	✓	✓
Record Keeping- Transaction Level	✗	✗	✗	✗	✓
Bank Rec	✗	✗	✗	✓	✓
Invoice Entry- Revenue	✗	✗	✗	✗	✓
Accounts Receivable Reconciliation	✗	✗	✗	✗	✓
Invoice Entry- Payment	✗	✗	✗	✗	✓
Accounts Payable Rec	✗	✗	✗	✗	✓
Accounts Receivable Rec	✗	✗	✗	✗	✓
Payroll Processing / Employee No	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	✓
Payslips	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	✓
PAYG Withholding Certificates	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	✓
PAYG Payment Summary Statement	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	✓
Qtrly Super Calcs & Payslips	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	System Based-Client Handles	✓
Quarter End Rec & Reporting	✗	✗	✗	✗	✓
Year End Rec & Reporting	✗	✗	✓	✓	✓
Fixed Assets Schedule	✗	✗	✓	✓	✓
BAS lodgment	✓	✓	✓	✓	✓
Annual Tax Return	✓	✓	✓	✓	✓
Yearly Financial Statements	✗	✗	✓	✓	✓
Budgeting & Cashflow Forecast	✗	✗	✗	✓	✓
Management Reporting / Review	✗	✗	✗	Half Yearly	Monthly
Special Reports/Certificates Included ?	No-Time based	No-Time based	No-Time based	1 per qtr	Unlimited
Special Review/Analysis/Presentation Included ?	No-Time based	No-Time based	No-Time based	1 per year	Unlimited
Quick Support - Phone	1 Hours/Qtr	1 Hours/Qtr	1 Hours/Qtr	1 Hours/Qtr	Unlimited
Face to Face Meeting	✗	1 Hours/Qtr	1 Hours/Qtr	2 Hours/Qtr	Unlimited
<b>Indicative Pricing:</b>					

### Note:

This is just a guideline. Fees is subject to negotiation based on what is included in the individual package, complexities, time taken etc.