ANNUAL SERVICES*

Initial Face to Face Meeting and Onboarding

Quick Queries

Complimentary phone calls and email queries for issues that can be raised and resolved within 10 minutes.

Annual Financial Statements

Request information and check for completeness when received, draft financial statements, prepare workpapers for all balance sheet items, update fixed asset schedule, reconcile loans, review profit & loss and prepare workpapers/reconcile where necessary, reconcile tax and ICA, tax planning, prepare tax returns, track provisional and terminal tax - identify any unusual or extraordinary items that require more work than usual, to be billed separately. POA

Basic Individual and Company Tax return(s)

Check IRD for earnings information, have client complete personal questionnaire that identifies any additional income and expenses, complete tax return, advise client of outcome and due dates for any tax payable.

Annual Tax Administration

Send tax notices for all provisional and terminal tax dates, update system with actual payments.

GST Review and Filing (if required)

Check bank is reconciled for period(s) in question, if on invoice basis check invoicing is up to date, run GST return and audit report for each period, review items in audit report, obtain documentation/confirmation for any large/unusual items, check what was filed with IRD to ensure it matches, calculate any adjustments required, file GST return with IRD, advise client amount to pay and due date. POA

FBT Return

Obtain information on vehicle availability and other fringe benefits for period. Prepare FBT return, advise client of amount to pay. 4th quarter return may be more if multi rate calculation is required.

Interest RWT Return

Obtain information on interest paid and rate of RWT, submit return online, advise client of payment due.

Approved Issuer Levy

Dividend Preparation

Reconcile Imputation Account to retained earnings, calculate dividend payable. Prepare dividend statements and resolutions. Submit dividend withholding tax return online and advise client of amount to pay. What could affect time - lots of shareholders

**Prices for services have been discussed with the client and may include any of the above services. The prices for additional services will be specified in the engagement letter to capture those situations where it is not as straight forward as first assessed. We will discuss these items with the client prior to starting any work over and above the initial scope of the engagement so any increases in time/cost can be expected.*

ADDITIONAL SERVICES ON REQUEST

Trust Administration **From: $450**
Annual Trust Administration services to comply with current obligations.

Audit Shield **Range: $115 to $1,950**
Tiered pricing structure dependent on wage bill - see Admin for the breakdown.

GST **Range: $300 to $700**

2 monthly GST Returns (no reports):	*$300.00*
2 monthly GST Returns (with management reports):	*$700.00*
6 monthly GST (no reports):	*$300.00*
6 monthly GST (with management reports):	*$700.00*

ACC Review **From: $250**
Checking your ACC classification and levies reflect your current business activity to ensure you have not been overcharged for your ACC levies.

Tax Review **From: $500**

Annual Basic P&L Budget (no cashflow or balance sheet) **Agreed: $1,000**

Management Reporting **Agreed: $6,000**
Request information and check for completeness when received, draft management accounts, prepare workpapers for all balance sheet items, update fixed asset schedules, reconcile loans, review profit & loss and prepare workpapers/reconcile where necessary, reconcile tax, produce final management report, compare with budget if appropriate.

Payroll Management **POA**
Processing and administering payroll, filing timely IRD returns, staff expenses, redundancy calculations, employee retirement, holiday pay calculations. Set up costs.

Company Wind Up Tier 1 (Company removal) **Agreed: $450**

Company Wind Up Tier 2 (Administrative removal) **Agreed: $1,200**

Company Wind Up Tier 3 (Solvent Liquidation) **Agreed: $4,000**

Company Formation **Agreed: $450**
Establishing your Company on the New Zealand Companies Register in line with the requirements of the Companies Act, including establishing all statutory Registers, Minutes and Resolutions.

Company Annual Return Range: $150 - $300

Non-active company	*$150.00*
Standard company	*$300.00*

IRD Number Application **Agreed: $95**

Advisory Services

Cashflow Forecast **Agreed: $1,800**

Preparation of a Cashflow Forecast and a one-hour Cashflow review meeting to finalise the Forecast and identify opportunities for improvement.

Three-way forecast **Agreed: $3,000**

A 1- month projection of your complete financial statements, showing your profit, tax, cashflow and Balance Sheet to provide a benchmark against which to compare actual performance.

Business planning **Agreed: $2,000**

Scoped to client needs.
Start with GAP plan - agree scope with client, length of plan (1-year, 2-year, 5-year), send pre-work to client, receive completed pre-work back, check it is complete, then arrange time for planning meeting.
This could be 1 x session of up to 4 hours, or could be split into 2 x sessions, complete plan with client as appropriate with aim to having a completed business plan at the end of the meeting.
Before ending the meeting, agree on actions for the next 3 months and book the next meeting to review progress on those actions.

Financial Awareness Coaching **Agreed: $3,000**

Scope as per GAP, this can be run monthly or bi-monthly and generally for 1 year, it is designed to help clients understand their financial statements, what makes their business tick and the main financial drivers of their business.
Send pre-work for each meeting to determine what client wishes to focus on and their impression of progress to date, before meeting review financials to date, make notes on areas to focus on, meet with client, review financials building on knowledge to date, focus on what has gone well and what needs improvement, building a picture of key indicators for their business.

Quarterly Coaching **Agreed: $2,000**

Pre-work to client, review accounts to date, review pre-work. Set actions post session.

Monthly Coaching **Agreed: $4,800**

Prepare agenda for session, meet with client (1-hour approx). Set actions.

Succession Planning **Agreed: $1,750**

Pre-work to determine what is in place and what things that need to be considered, meeting with client - each meeting will be specific to client needs, review wills, trust deeds, investments, age, family situation, likely succession for any business ownership, make long term plan, break down into short term actions to achieve plan, an additional service to be discussed is follow up meetings to review actions.

Due Diligence Business Review **POA**

This is specific to each situation, often for prospective business purchase - obtain all available information, initial review and then provide scope and estimate to client, this can include indicative business valuation to compare asking price, cashflow forecast to ensure business model works with proposed funding, other industry research, provide report to client.

Strategic Planning **Agreed: $3,000**

Includes Core Values. Use Gap material. Breakdown into a couple of sessions if required.

Trust Review **Agreed: $750**

PKF Dunedin Ltd act as your Professional Trustee. This service includes an annual review of your Trust.

Professional Trust Review **Agreed: $965**

Annual Trust Review **Agreed: $650**

Meeting with you annually to ensure that your Trust not only complies with all relevant legislation but that it provides you with optimal asset protection and incidental tax benefits.

Business Development Trifecta **Estimated: $6,500**

Annual plan, annual forecast, ongoing reporting and accountability. POA

Virtual CFO **POA**

- *Day to day*
- *Accounting and Tax Support*
- *Performance Measures*
- *Other*

Software and Subscriptions

Xero Set Up **Agreed: $550**

Setup appropriate level of Xero package, setup chart of accounts, arrange bank feeds for all bank accounts, once feeds started, ensure bank reconciles and import any prior transactions if necessary, if previous GST return have been filed before starting Xero, reconcile GST in Xero to ensure it matches, setup GST returns in Xero going forward.

Xero Payroll Set Up ***Agreed: $650***

Setting your business up on Xero payroll Loading employees and leave information.
Obtaining all relevant information from you to assist with set up process and completion of relevant forms. Provision of all relevant IRD forms including Employee ID, Kiwi Saver and Student Loan requirements where required.
1 hour training

Xero Training **Agreed: $250**

As required, dependent on user ability, as a minimum training will cover bank reconciliation, sales invoices, purchases invoices, basic reports.

Xero Monthly Fees Charged Monthly (from 15th September 2023)

- *Starter* *$30.00*
- *Standard* *$60.00*
- *Premium* *$75.00*
