

# Tao-K Service Menu

		One-stop package				
Description of services	Note	Tax Compliance	B Package*	A Package*	FC Package*	CFO Package*
1) Compilation of financials		✔	✔	✔	✔	✔
2) Quarterly GST and PAYGW return		Optional	✔	✔	✔	✔
3) Annual income tax return		✔	✔	✔	✔	✔
4) Free telephone support		✔	✔	✔	✔	✔
5) Free email support (turn around 24 hours)		✔	✔	✔	✔	✔
6) Face-to-face Meeting:						
a) Monthly basis			✔	✔	✔	✔
b) Yearly basis		✔	✔	✔	✔	✔
7) General Ledger Services			✔	✔	✔	✔
8) Bank Reconciliation Services			✔	✔	✔	✔
9) Account Receivable Services					✔	✔
10) Account Payable Services					✔	✔
11) Payroll Services (including payrun, AL, SL, WorkCover wages declaration and premium notification, payslip and annual PAYG Payment Summary individuals and Statement)	3	Optional	Optional	✔	✔	✔
12) Superannuation Guarantee Services (administered of your quarterly SG and created a new employee account)	3	Optional	Optional	✔	✔	✔
13) Business Coaching:						
a) Business Plan, Development & Marketing						✔
b) Budgeting & cashflow forecasting						✔
d) KPI						✔
d) Questionnaire						✔
<b>Monthly subscription</b>	<b>1</b>	<b>Fixed quote</b>	<b>From \$350</b>	<b>From \$500</b>	<b>Fixed quote</b>	<b>Fixed quote</b>
<b>Add extra services:</b>						
14) Corporate Secretary Agent retainer fee per year	1	\$107.27	\$107.27	\$107.27	\$107.27	\$107.27
15) ASIC change of document preparation and lodgement	1	Fixed quote	Fixed quote	Fixed quote	Fixed quote	Fixed quote
16) Other business services	1	Fixed quote	Fixed quote	Fixed quote	Fixed quote	Fixed quote
17) Business structure set up package fee						
a) Company	1, 2	\$850				
b) Trust	1, 2	\$350				
c) SMSF	1, 2	\$350				
<b>18) SMSF Audit</b>	<b>1</b>	<b>from \$300</b>				
19) Individual income tax return:			Salary return	+ Business	+ Rental	+ Investments
a) simple salary return (1 PAYG Payment Summary & not more than 3 interest income)	5	✔				
b) work related expenses (not more than 3 items)	5	✔				
c) a few dividend income (not more than 3 items)						✔
d) one rental property					✔	
e) two rental property or more				Add on		
f) Other distribution income (1 managed trust distribution)					✔	
g) a few shares disposal						✔
h) real property disposal						Add on
i) business schedule (Schedule B)			✔			
j) Annual GST return			✔			
<b>Valued fixed price</b>	<b>1</b>	<b>from \$80</b>	<b>from \$300</b>	<b>from \$120</b>	<b>from \$30</b>	<b>from \$30</b>

**Note:**

- 1) All prices quoted above are excluding of 10% Goods and Services Tax
- 2) This includes preparation of ABN and TFN application in addition to GST and PAYGW registration.
- 3) If we are preparing PAYG Payment Summary (and Superannuation Guarantee Charge Form, if any).
- 4) All engagement above are required to sign off engagement letter in accordance with Institute of Public Accountants except for the simple salary individual income tax return where there is a separate set of terms and conditions. The details of terms and conditions are shown in the engagement agreement.
- 5) An additional income or expense item will increase the fee accordingly.

\* In order to facilitate the above services, cloud accounting software subscription is compulsory (MYOB Live Account \$29 per month)