

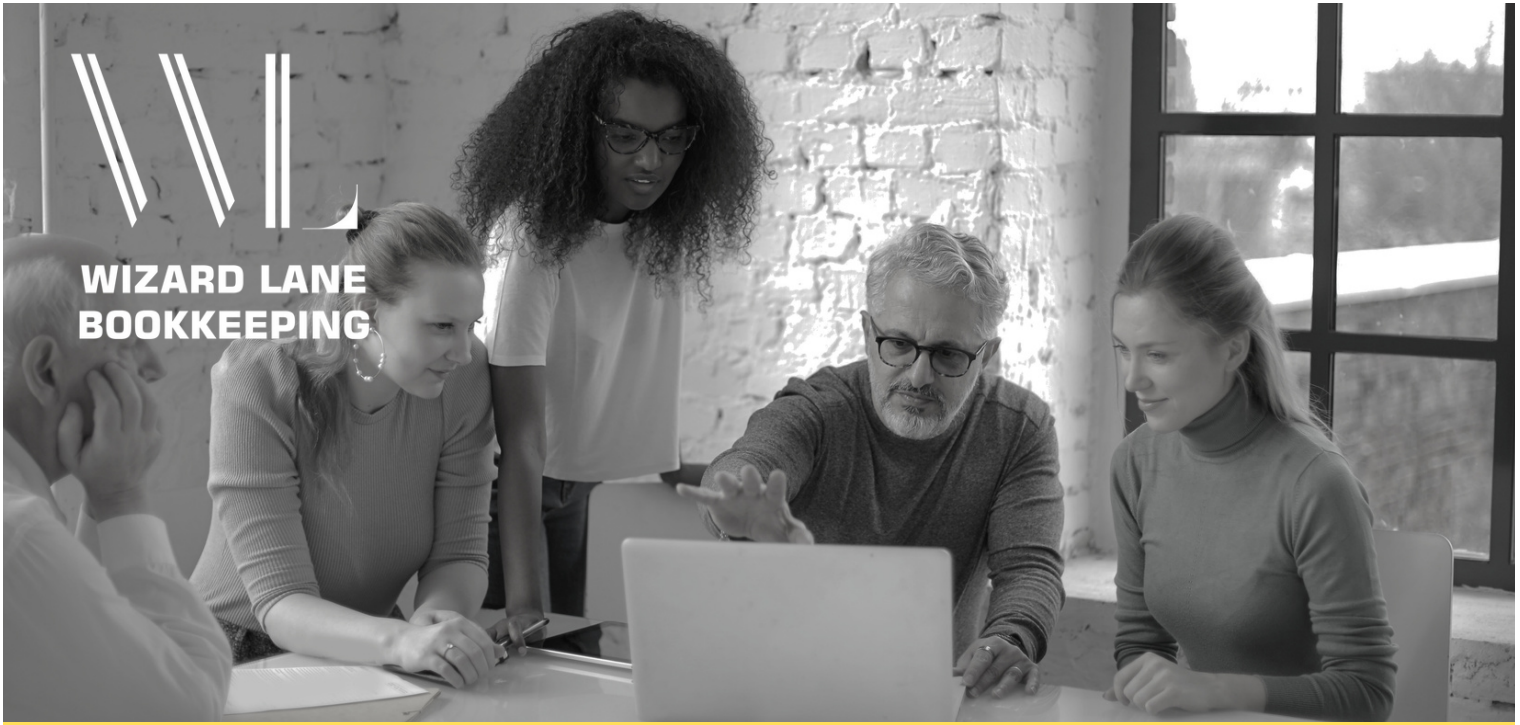


WIZARD LANE BOOKKEEPING



- Does the thought of doing your own books make you weak at the knees?
- Do you put your books off until the last minute?
- Have you had a bad experience with your previous bookkeepers?
- Or do you just want more time to focus on the things that are really important, like your business and family?

If you answered YES to any of these questions, Wizard Lane Bookkeeping can help!



ABOUT US

Wizard Lane Bookkeeping is focused on taking the burden out of your bookkeeping. Our aim is to provide efficient and quality bookkeeping services. We use Xero and Xero App Marketplace to deliver a user friendly, cloud based, all-inclusive accounting system, whatever business you are in or wherever you may be.

WHAT MAKES US DIFFERENT

100% local support from bookkeepers in Baldivis WA

Your information is never shipped overseas because we never outsource our services.

More time for you

To focus on running your business and doing what you do best, with complete peace of mind that the books are taken care of.

The expertise of a fully qualified Accountant

At a fraction of the cost!
Samantha Horton is a Professional Accountant, Xero Advisor, Xero Payroll Certified and a Registered BAS Agent with 15 years' experience.

In-person support

If you want to meet and discuss your bookkeeping, we will come to you.

Tailored solutions

We don't provide a one-size-fits-all solution. Instead you receive a custom bookkeeping solution that meets the needs and challenges of your business and budget.

Affordable

Our services are surprisingly cost-effective, and we never recommend anything your business doesn't need.

BOOKKEEPING PACKAGES

Stay on track with expenses and budgets with our transparent, fixed-fee bookkeeping packages. Weekly payments. No surprises. No extra charge for support.

If a fixed-fee bookkeeping package is not for you, please enquire about our fee-for-service rates

COMPLEMENT - from \$19 / WEEK

This package is designed to complement your bookkeeping by providing a review of your file and handling your ATO lodgements.

- Quarterly reconciliation of all bank accounts and credit cards
- Quarterly review of your GST Audit Trail
- Quarterly reconciliation of Payroll
- Calculation of Fuel Tax Credits
- Quarterly preparation and lodgement of Instalment or Business Activity Statement
- Quarterly Superannuation Guarantee Lodgement with Xero or SBSCH
- Email support

Do you have a monthly lodgement? You can increase the frequency to monthly for \$29 per week.

STARTER - from \$49 / WEEK

This package is designed for a new start-up that are looking to get things going in the right direction.

- Virtual monthly bookkeeping service (up to 2 hours per month)
- Electronic record keeping
- Quarterly review of your GST Audit Trail
- Calculation of Fuel Tax Credits
- Quarterly preparation and lodgement of Business Activity Statement
- Quarterly Management Reports
- Email Support

Do you have a monthly lodgement? Or want to increase the frequency to weekly? You can upgrade the package for \$59 per week.

GROWTH - from \$89 / WEEK

This package is designed to support a growing small business, allowing you to focus on building your business.

- Virtual weekly bookkeeping service (up to 4 hours per month)
- Electronic record keeping
- Monthly or quarterly review of your GST Audit Trail by
- Calculation of Fuel Tax Credits
- Monthly or quarterly preparation and lodgement of Instalment or Business Activity Statement
- Quarterly Management Reports
- Email and phone support

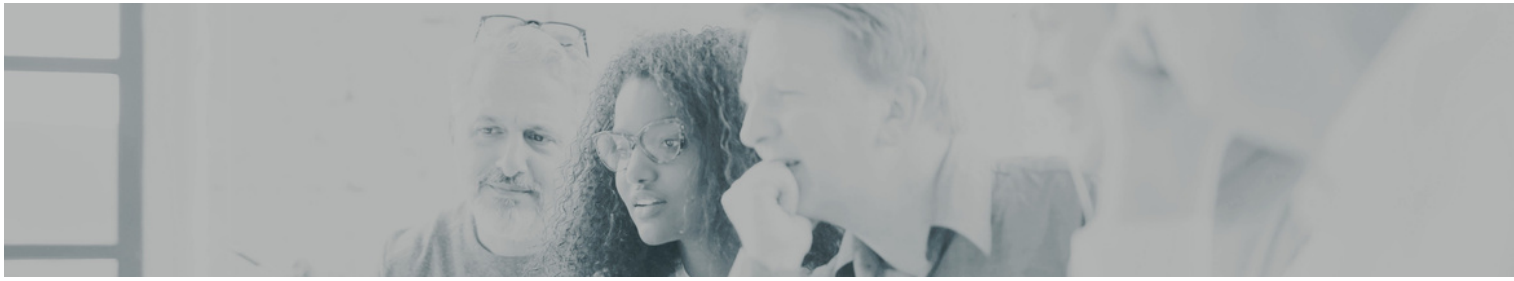
PERFORMANCE - from \$129 / WEEK

This package is designed for the performing medium-sized business, letting us take care of your business support needs.

- Virtual weekly bookkeeping service (up to 6 hours per month)
- Electronic record keeping
- Monthly or quarterly review of your GST Audit Trail by a Professional Accountant
- Calculation of Fuel Tax Credits
- Monthly or quarterly preparation and lodgement of Instalment or Business Activity Statement
- Quarterly Management Reports
- Email and phone support

PREMIUM - PRICE UPON REQUEST

Customise a package to suit the needs of your business that is looking to fully outsource their bookkeeping and business support requirements.



ADDITIONAL SUPPORT

PAYROLL - from \$29 PER PAY RUN

This package is designed to ease the burden of processing your payroll.

- Preparation of payroll from timesheets provided (up to 2 employees)
- Calculate and track employee leave entitlements
- STP lodgement
- Quarterly Superannuation Guarantee Lodgement with Xero or SBSCH
- Email Support

Do you have more employees? We can customise payroll package to meet your requirements.

XERO SOFTWARE SET UP - from \$399

Our Xero set up can get you up and running in no time by:

- Creating your new Xero organisation
- Bring in any opening balances
- Set up your bank accounts and import missing transactions
- Set up or customise the chart of accounts
- Customise your invoice template
- Set up your payroll (up to 3 employees)
- Register you for Xero Automatic Superannuation
- Set you up for Single Touch Payroll
- Email and phone support

XERO CONVERSION - from \$399

Need a hand with your move to Xero? We can assist with:

- Reviewing your Conversion Report and complete the set up of the new Xero file
- Set up your bank accounts for bank feeds
- Set up or customise the chart of accounts
- Customise your invoice template
- Set up your payroll (up to 3 employees)
- Register you for Xero Automatic Superannuation
- Set you up for Single Touch Payroll
- Email and phone support

SUPPLEMENTAL

- Activity Statement Lodgement from \$99
- Annual STP Finalisation from \$99
- GST or PAYGW Registration from \$59
- Workers Compensation Return from \$99
- On site day rate from \$599
- Tailored Xero Coaching Sessions from \$199

GET IN TOUCH WITH US

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