

Fixed Price Accounting

Welcome to CMA Accounting and Taxation Services!

At CMA Accounting and Taxation Services we offer a **FIXED PRICE** accounting and taxation service which uses Cloud Accounting Systems. It suits small to medium sized business owners who are looking for proactive advice to grow and manage their business.

Our Fixed Price service tailor made for your business can start from as little as \$200 plus GST per month. Once set up, the monthly fee removes the need for a large end of year accounting bill. Our clients find this very useful for managing their cash flow.

What are Cloud Accounting Systems?

Cloud accounting systems are online accounting systems designed for small to medium businesses and their advisors.

- ✓ Incredibly easy to use
- ✓ 24/7 access from anywhere using the internet
- ✓ Automatic importing of bank statements
- ✓ Free automatic updates, automatic data backup
- ✓ Unlimited users

Your package may include:

- Proactive business advice every month
- Peace of mind that all your annual taxation and GST requirements are taken care of
- We will complete your:
 - Annual Financial Statements
 - Income Tax Returns
 - Business Activity Statements (BAS)
 - Tax Administration (Tax Assessments and reminders)
 - Payroll Reporting
- Annual Business & Personal Needs Review, Annual Tax Planning Review
- Regular Management Reports to assist with managing your tax payments, budget, and cash flow
- Regular updates with advice to keep you informed of relevant tax and business issues
- Cloud Online Accounting Software – We provide you with full training, you input the basic data, we check it

What you get	Why is it important?
Regular PROACTIVE advice and reporting	<ul style="list-style-type: none"> • Current data on what is happening in your business • You can view current trends as they occur • You are able to take any necessary corrective action sooner rather than later • Supply financial institutions with up to date information to support loan applications • You get a regular update on your financial position rather than waiting until the end of the financial year
Accounting Fees paid monthly	<ul style="list-style-type: none"> • Easier cash flow management
An accounting system that is SIMPLE to operate – Cloud Systems	<ul style="list-style-type: none"> • No specialist knowledge required. We provide you with all training.
GST is taken care of	<ul style="list-style-type: none"> • BAS are prepared and lodged by professionals.

Timely preparation of year-end Financial Statements and Tax Returns	• Peace of mind that your Tax Returns are lodged on time and prepared by professionals.
Timely lodgement of Single Touch Payroll	• Peace of mind your payroll is lodged on time.
Enhanced Tax Planning	• We know how your business is going and can recommend tax strategies and forecast your tax.

You choose our services!

Simply select the level of service you would like, and we can begin helping you!

Price	Cloud Subscription	Business Basics	Business Essentials	Business Focus
Monthly Xero Subscription (inc GST)	From \$25			
Initial Xero Setup (inc GST)	From \$330			
Initial / Ongoing Xero Training (inc GST)	From \$220/hour			
Monthly Fixed Price tailored to your needs – Your business is unique		From as little as \$220 (inc GST)		
Services Included:				
Annual Financial Statements Preparation		✓	✓	✓
Tax Return Preparation & Lodgement		✓	✓	✓
Unlimited e-mail and Phone support (brief phone calls only)		✓	✓	✓
Tax Planning Review (in April/May)			✓	✓
Preparation & Lodgement of BAS			✓	✓
Lodgement of your Payroll (STP)			✓	✓
Online view of cash position			✓	✓
Monthly Review of your data entry			✓	✓
Maintain Fixed Assets Register and calculate Depreciation			✓	✓
Coding and reconciliation of bank accounts			✓	✓
Budgets prepared and reviewed quarterly			✓	✓
Quarterly Management Reports			✓	✓
Quarterly 1 Hour Business Strategy Meeting			✓	✓
Annual Strategic Planning Meeting				✓
Annual 12 Month Cash Flow Forecast & Profit Plan				✓
Annual Benchmarking Analysis				✓
Business Performance Health Check				✓
Monthly Profit & Cash Flow Actual –v- Budget Report				✓
Monthly Management Reports				✓
Monthly 1 Hour Business Strategy / Board Meeting				✓
Note: Company and ASIC lodgements may be invoiced separately				
Bonuses included:				
Annual Business and Personal Needs Review		Free	Free	Free
Tax Administration (Tax Assessments and reminders)		Free	Free	Free
Regular e-mail Newsletter		Free	Free	Free

Liability limited by a scheme approved under Professional Standards Legislation

CMA Accounting and Taxation Services

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