

Business Basics



Fixed Price Accounting

Business Basics is our entry level service and suits small businesses who want CMA Accounting and Taxation Services to complete just their annual Tax Returns and Financial Statements – if you do not need our assistance to grow your business and you wish to complete your own Business Activity Statements (BAS), FBT Returns and PAYG Reconciliations, then this package is for you!

Our **Business Basics** Fixed Price service attracts a minimum price of \$1200 plus GST per annum.

Your package includes:

- All annual taxation requirements completed by an agreed date within an agreed budget. We will complete your:
 - Annual Financial Statements
 - Income Tax Returns
 - Tax Administration (Tax Assessments and reminders)
- Annual Business and Personal Needs Review
- Regular e-mail updates with advice to keep you informed of relevant tax and business issues

Important:

Our fixed price is conditional upon you providing us with a properly reconciled and balanced Xero, MYOB or Quickbooks file at the end of each financial year, within a specified timeframe.

Business Basics is a “lite” service, because we only have the opportunity to view your company information once a year.

However, you may choose to approach us for proactive advice at any time. We can provide you with an up-front fixed price quote for any of our services at any time!

What you get

Timely preparation of year-end Financial Statements and Tax Returns

Business & Personal Needs Review

Why is it important?

• Peace of mind that your Tax Returns are lodged on time and prepared by professionals.

• Ensures that you are made aware of all options available to you to protect and improve your personal financial situation.

Need something more? Ask about our **Business Essentials** or our **Business Focus** services!

CMA Accounting and Taxation Services

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