



Anytime Anywhere Bookkeeping

(A Division of the Business Physician Pty
Limited ABN 40 105 938 225)

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[Date]

[Name of Director/Committee Member of Client Company/Organisation]

[Position]

[Client Company/Organisation Trading as *****] [ABN / ACN *****]

[Postal Address]

[Email address]

Dear [name of contact person]

Client Engagement Letter for the Provision of Professional Services in Respect of [Name of Business ABN ***]**

Thank you for the opportunity to discuss the provision of services to your business. This letter sets out the scope of the services to be provided to you. When you sign the acceptance of this agreement at the end of this letter and return the signed copy to us the copy signed by you together with the Standard Terms and Conditions of Business accompanying this letter form the agreement with us for the provision of services.

A copy of the applicable Standard Terms and Conditions of Business can be viewed and downloaded on our website.

We detail below our understanding of the services that we are required to perform for you:

1. **Bookkeeping Services**
 - a) Entering and/or verifying the entry of customer and supplier invoices into accounting software
 - b) Entering and/or verifying the entry of payments and receipts from bank;
 - c) Emailing / communicating any queries related to the accounts for the period
 - d) Ensuring the correct integration of different business systems into the accounting record, (for example point-of-sales systems or add-on solutions)
 - e) Reconciliation and/or verification of the of all bank, loan and credit card accounts
 - f) Reporting Balance Sheet, Profit and Loss, other reports as required
 - g) Reporting outstanding debtors and creditors (if applicable)
 - h) The provision of specific management reports including key performance indicators (KPIs)

2. **System Set-up**
 - a) Review financial and related reporting requirements
 - b) Advise upon appropriate systems and controls and assist with their implementation;
 - c) Set up chart of accounts;

- d) Credit management system;
 - e) Profit and Loss and Cash flow budgeting system, including system for monitoring thereof and key performance indicators.
 - f) Transfer existing financial data to the new financial system
3. **Payroll**
- a) Setup employees in payroll system
 - b) Prepare payroll weekly/fortnightly/monthly
 - c) Monitor employee entitlements
 - d) Lodge Tax File Number declarations
 - e) Review, advise and lodge PAYG Withholding and Superannuation
 - f) Reconcile End of Year wages
 - g) Report, lodge and send employee payment summaries
 - h) Roll over payroll year if applicable
4. **BAS Services**
- a) Review and report on monthly/quarterly BAS
 - b) Email reports and declarations to your nominated authorizer in your organisation
 - c) Lodgment of BAS upon receipt of authority from your nominated authorizer in your organisation
 - d) Yearly GST reconciliation and relevant BAS adjustments
 - e) Assist with set-up of access to and use of the ATO Business Portal for your organization if you prefer to have your own access.
5. **End of Year (EOY)**
- a) Review end of year reports
 - b) Provide accountant with information as required for year end
 - c) Liaise with the accountant as to any End of Year journals or adjustments
 - d) Ensure essential and required business records are maintained and stored for the financial year.
 - e) If applicable, roll file over to new financial year.
6. **Other Services**
- a) Consulting/Training of staff in accounting software
 - b) Other:

If additional work is required beyond the items listed above, then we require it to be specifically outlined to us. We will confirm additional instructions in writing, (email), before commencement of the work. If this work is outside our experience or competency we shall discuss with you how to ensure the work is performed appropriately including seeking assistance from a person who holds the expertise.

Service Fees

Our fees are:	Bookkeeping Hourly Rate	\$44.00 per hour including GST
	Consulting/Training Rate	\$44.00 per hour including GST

We shall discuss with you any intention to change the fee arrangement due to changes in the work required.

If you agree with the scope the services and the terms of this letter together with the accompanying Standard Terms & Conditions of Business after having read them carefully please sign the acknowledgment and acceptance below and return the copy you signed to us.

Please contact us if you have any queries. We look forward to working with you and helping your business grow.

Yours sincerely
Anytime Anywhere Bookkeeping

John Burke
Director
Business Physician Pty Limited ABN 40 105 938 225

Acceptance of Agreement

I am authorized to and hereby acknowledge and accept the terms of this engagement as set out in this agreement including the Standard Terms & Conditions of Business.

X

Your Name

Your Position

The name of your Entity or Organisation and its ABN or ACN

DATED:

X

If the entity is a company with more than one director a second director must also sign

Name of second director