

BIZ SOLUTIONS LIMITED

Standard Fee List

Effective Date: 1 April 2016 to 31 March 2017

Client Name: _____

| <u>LIST OF SERVICES</u> | <u>Standard Fee</u> | <u>Quoted Fee</u> |
|--|---------------------|-------------------|
| <u>COMPANY</u> | | |
| 1 Company formation - including company office fee | \$ | 670.00 |
| 2 LTC Application | \$ | 125.00 |
| 3 Annual return filing with Companies Office and Biz Solutions Limited as registered office | \$ | 75.00 |
| <u>RENTAL PROPERTIES</u> | | |
| 4 Special Tax Code Application - 1st applicant | \$ | 200.00 |
| Special Tax Code Application - 2nd applicant with same LTC | \$ | 75.00 |
| 5 End of year financial account for LTC company (1st property) | \$ | 600.00 |
| each subsequent property | \$ | 200.00 |
| 6 Rental property statement - partnership or sole trader | \$ | 550.00 |
| each subsequent property | \$ | 200.00 |
| <u>TAXATION RETURNS</u> | | |
| <small>includes preparation, e-filing, checking assessment</small> | | |
| 7 Shareholder personal tax return (individuals only) | \$ | 150.00 |
| Tax return with Family support claims | \$ | 100.00 |
| 8 LTC tax return | \$ | 150.00 |
| 9 Trading company tax return, including ICA account and IR10 | \$ | 175.00 |
| 10 Trust or Estate taxation return | \$ | 175.00 |
| <u>BUSINESS ACCOUNTS</u> | | |
| 11 Sole trader financial accounts - turnover to \$250,000 | \$ | 695.00 |
| 13 Sole trader financial accounts - turnover upto \$500,000 | \$ | 995.00 |
| 12 Company financial accounts - turnover upto \$250,000 | \$ | 850.00 |
| 13 Company financial accounts - turnover upto \$500,000 | \$ | 1,250.00 |
| 14 Trust business operations -turnover to \$250,000 | \$ | 750.00 |
| 14 Other businesses - fee quoted upon review of accounts and other relevant information (based on GST returns being prepared by yourself) | | |
| <u>COMPLIANCE RETURNS</u> | | |
| <u>GST- businesses with turnover of less than \$500,000 per annum</u> | | |
| Monthly | \$ | 150.00 |
| 2 Monthly | \$ | 250.00 |
| 6 Monthly | \$ | 375.00 |
| <u>PAYE</u> | | |
| Monthly | \$ | 75.00 |
| Bi-monthly | \$ | 125.00 |
| <u>FBT</u> | | |
| Monthly | \$ | 75.00 |
| Quarterly | \$ | 125.00 |
| Annual | \$ | 150.00 |
| <u>RWT</u> | | |
| Monthly | \$ | 75.00 |
| Quarterly | \$ | 125.00 |
| Annual | \$ | 150.00 |
| <u>TRUSTS</u> | | |
| 1 Annual Gifting - per person (one off) from 1 April 2016 | \$ | 300.00 |
| 2 Trading Trust | \$ | 1,800.00 |
| 3 Family Trust | \$ | 1,200.00 |
| <u>MANAGEMENT ACCOUNTS</u> | | |
| 1 Monthly management report on cash bases | \$ | 100.00 |
| 2 Monthly management report, including accruals and stock adjustments | \$ | 175.00 |
| <u>FINANCE PROPOSALS</u> | | |
| 1 Loan application from | \$ | 750.00 |
| 2 Business plans from | \$ | 1,500.00 |

CONSULTANCY SERVICES

| | |
|--|----------------|
| Charged on Time and attendance bases, pre-agreed rates | Hourly Rate |
| Director | \$ 375.00 |
| Associate Director | \$ 325.00 |
| Manager | \$ 250.00 |
| Senior Accountants | \$ 175.00 |
| Administration | \$ 80 - 110.00 |
| Book-keeping | \$ 70.00 |
| | \$ 60.00 |

Sub Total Fees

Plus GST

TOTAL

Payment Options

- 1 Automatic payment - monthly using Feesmart
- 2 credit card and online payment: www.bizgroup.co.nz
- 3 Trade terms - 20th of the month following invoice

Notes

- 1 These fees are excluding GST. Disbursements will be extra
- 2 The fee quote is based on information being supplied using reconciled accounting software, such as Xero, MYOB, Quickbooks or (coded bank statements using Biz Solutions Limited - General Ledger chart of accounts)
- 3 To qualify for the above quoted fee, the client is required to complete end of year financial questionnaire, to enable collection of all relevant information for preparation of accounts
- 4 These fees is effective from 1 April 2016 and subject to change at the discretion of the management of Biz Solutions.
- 5 Fees over \$500 can be funded through FeeSmart
- 6 Group account discounts may apply

Fee Quote Approved by:

Client Signature:

Date

Client Signature:

Date

Partner Signature:

Date