



**Newlook**  
ACCOUNTING

# Basic

- with end of year reconciliation  
/ Accountant pack

## Inclusions:

### 1. Essential Support

- 1.1 Unlimited Email Support
- 1.2 Monthly Balance Sheet Reconciliations
- 1.3 Preparation and Lodgment of your monthly or quarterly BAS
- 1.4 Preparation and Lodgment of your monthly or quarterly IAS
- 1.5 Preparations of year-end work papers pack for your accountant
- 1.6 Year-end adjustments to your file to align with your tax agent
- 1.7 Discussions with your tax agent as required
- 1.8 Discussions with the tax office as needed on BAS related matters

### 2. Bank Reconciliations

- 2.1 Bank Reconciliations-Monthly
- 2.2 Credit card Reconciliations-Monthly

### 3. Costumer

- 3.1 Processing of Costumer Receipts

### 4. Supplier

- 4.1 Supplier Invoice Entry

### 5. Payroll

- 5.1 Payroll Processing as per your requirement
- 5.2 Superannuation Calculations
- 5.3 Annual Payroll Reconciliations, payment summaries & ATO compliance

### 6. Knowing your numbers

- 6.1 Monthly or Quarterly Financial Reports
- 6.2 Cash Flow Reporting



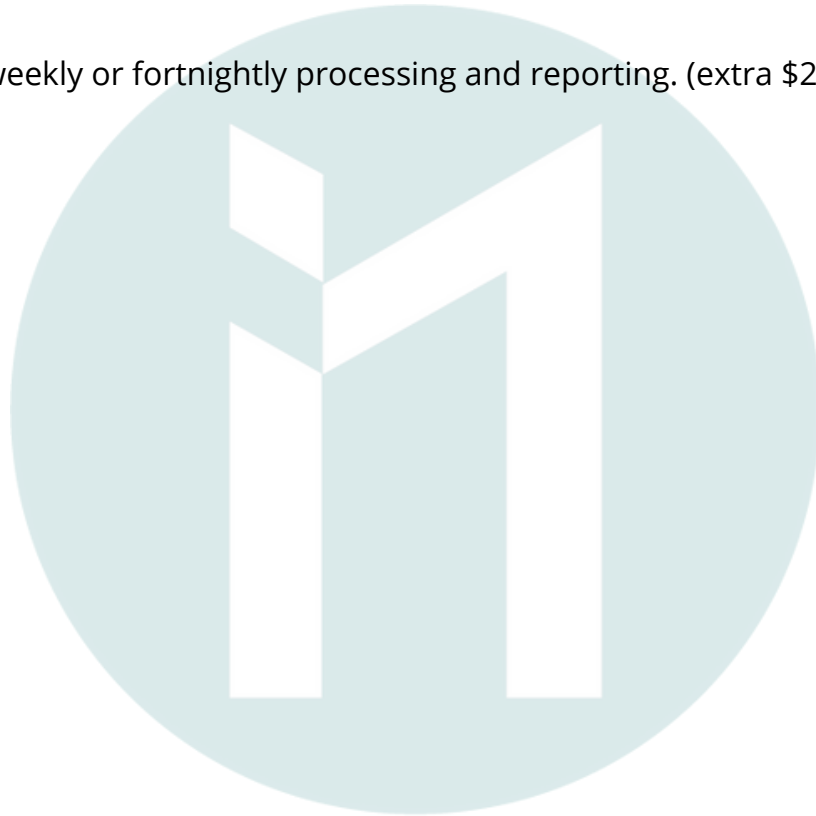
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**\*\*Optional:** Subscription - 1 hour per month of calls or zoom sessions, can be split into 2x 30 min consults. (extra \$195per month)

**\*\*Optional:** Bump - weekly or fortnightly processing and reporting. (extra \$250/month)



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