

# THE NDIS BOOKKEEPER



**If you are a NDIS provider or operator,  
you need The NDIS Bookkeeper!**

The NDIS Bookkeeper will empower you to utilise cloud-based bookkeeping systems to understand the reporting and compliance requirements of the industry. We can assist you with managing cash flow and budgeting to maximise your profits so you can spend more time providing quality disability support services to your participants – leave the bookkeeping to us!



## ABOUT US

The NDIS Bookkeeper is focused on providing efficient, accurate, and affordable NDIS bookkeeping services, allowing you to focus on what you do best – providing excellent care for your participants. We specialise in Xero and industry specific software to deliver a user-friendly, cloud-based, all-inclusive bookkeeping system. We have comprehensive training in the Social Community Home Care and Disability Services (SCHADS) Award to deliver cost effective payroll services.

## WHAT MAKES US DIFFERENT

### Specialised in NDIS

We understand that the NDIS can be a complex and confusing system to navigate. We understand the NDIS compliance requirements and have extensive experience in the SCHADS Award.

### More time for your participants

We streamline bookkeeping processes to allow you to take care of your participants and to grow your business.

### 100% support from bookkeepers in Australia

Your information is never shipped overseas because we never outsource our services.

### In-person support

If you want to meet and discuss your bookkeeping, we will come to you.

### Tailored solutions

We don't provide a one-size-fits-all solution. Instead, you receive a custom bookkeeping solution that meets the needs and challenges faced by NDIS service providers or operators.

### Affordable

Our bookkeeping packages are cost-effective, and we never recommend anything your business doesn't need.

## BOOKKEEPING PACKAGES

Stay on track with expenses and budgets with our transparent, fixed-fee bookkeeping packages.

Weekly payments. No surprises. No extra charge for support, so pick up the phone or send us an email and have to worry about an unexpected invoice being sent your way.

### COMPLEMENT - from \$19 / WEEK

This package is designed to complement your bookkeeping by providing a review of your file and handling your ATO lodgements.

- Quarterly reconciliation of all bank accounts and credit cards
- Quarterly review of your GST Audit Trail
- Quarterly reconciliation of Payroll
- Quarterly preparation and lodgement of Instalment or Business Activity Statement
- Quarterly Superannuation Guarantee Lodgement with Xero or SBSCH
- Email support

Do you have a monthly lodgement? You can increase the frequency to monthly from \$29 per week.

### STARTER - from \$49 / WEEK

This package is designed for a new start-up that are looking to get things going in the right direction.

- Virtual monthly bookkeeping service (up to 2 hours per month)
- Electronic record keeping
- Quarterly review of your GST Audit Trail
- Quarterly preparation and lodgement of Business Activity Statement
- Quarterly Management Reports
- Email Support

Do you have a monthly lodgement? Or want to increase the frequency to weekly? You can upgrade the package from \$59 per week.

### GROWTH - from \$89 / WEEK

This package is designed to support a growing small business, allowing you to focus on building your business.

- Virtual weekly bookkeeping service (up to 4 hours per month)
- Electronic record keeping
- Monthly or quarterly review of your GST Audit Trail
- Monthly or quarterly preparation and lodgement of Instalment or Business Activity Statement
- Quarterly Management Reports
- Email and phone support

### PERFORMANCE - from \$129 / WEEK

This package is designed for the performing medium-sized business, letting us take care of your business support needs.

- Virtual weekly bookkeeping service (up to 6 hours per month)
- Electronic record keeping
- Monthly or quarterly review of your GST Audit Trail
- Monthly or quarterly preparation and lodgement of Instalment or Business Activity Statement
- Quarterly Management Reports
- Email and phone support

### PREMIUM - PRICE ON REQUEST

Customise a package to suit the needs of your business that is looking to fully outsource their bookkeeping and business support requirements.



## ADDITIONAL SERVICES

### PAYROLL - from \$29 PER PAY RUN

This package is designed to ease the burden of processing your payroll.

- Preparation of payroll from timesheets provided (up to 2 employees)
- Calculate and track employee leave entitlements
- STP lodgement
- Quarterly Superannuation Guarantee Lodgement with Xero or SBSCH
- Email Support

Do you have more employees? We can customise payroll package to meet your requirements.

### XERO SOFTWARE SET UP - from \$399

Our Xero set up can get you up and running in no time by:

- Creating a new Xero organisation
- Bring in any opening balances
- Setting up the business bank accounts and import missing transactions
- Setting up or customising the chart of accounts
- Creating an invoice template
- Setting up your payroll (up to 3 employees)
- Registering the Xero file for Xero Automatic Superannuation
- Setting up Single Touch Payroll
- Email and phone support

### XERO CONVERSION - from \$399

Need a hand with your move to Xero? We can assist with:

- Reviewing your Conversion Report and complete the setup of the new Xero file
- Setting up your bank accounts for bank feeds
- Creating an invoice template
- Setting up your payroll (up to 3 employees)
- Registering the Xero file for Xero Automatic Super
- Setting up Single Touch Payroll
- Email and phone support

### SUPPLEMENTAL

- Activity Statement Lodgement from \$99
- Annual STP Finalisation from \$99
- GST or PAYGW Registration from \$59
- Workers Compensation Annual Return from \$99
- On site day rate from \$599
- Tailored Xero Coaching Sessions from \$199

#### GET IN TOUCH WITH US

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