



*Information Pack*

# BOOKKEEPING, PAYROLL & ADMINISTRATION

**TOS**  
TOTAL OFFICE SERVICES

# Total Office Services

My name is Courtney Flynn and I am a ICNZB certified bookkeeper and Xero partner. I work with a range of businesses to keep their books up to date and compliant with New Zealand regulations. I have a background in administration, payroll, health and safety and human resources.

Total Office Services specialises in providing bookkeeping and payroll services for Tradies - in fact, this is how Total Office Services was started as I am surrounded by tradies in my family!

As a registered ICNZB certified bookkeeper and Xero partner I provide a flexible, speedy and remote service. I am always up to date with the latest New Zealand requirements and training meaning I provide the best service and save you time each week.

With your accounts always up to date, you can pull reliable reports to help inform your business decisions and with my accurate bookkeeping skills, you'll generally end up paying less in accountant fees.

You may even increase your profits! A Xero survey shows that on average profit increases by 16% by having a bookkeeper.



**Courtney Flynn**  
**Director, Total Office Services Ltd**

# Our Process

## We start with

A review of your existing Accounting Software to:

- understand coding practices and chart of accounts
- check financial and user settings
- review P&L and Balance Sheet to identify any issues
- ensuring that all your bank accounts are balanced
- create bank rules and recurring invoices where applicable

## Weekly

Every week, we will check in with you to confirm any transactions that are unclear and request any source documents/receipts/invoices that have not been uploaded to Xero/MYOB.

## Monthly / Bi-Monthly

Depending on your GST Filing Dates, we will produce a report at the end each GST period outlining the transactions in the period broken down as Income (GST Collected), Expense (15% GST) and Expenses (with no GST)

## You review

You review these transactions and approve them, or share any feedback and/or changes required.

## GST Return Filed

Once you have approved your GST Return, this will be filed with Inland Revenue on your behalf.

# Bookkeeping Packages

## Starter & Sole Traders

Bank Account & Credit Card reconciliation (up to 50 transactions per month)

Accounts Receivable & Accounts Payable reconciliation (up to 75 per month)

Bi-Monthly GST Preparation & Filing with Inland Revenue upon approval

Reporting & Payment Reminders

Xero/MYOB Account Maintenance (ensuring all accounts balance)

Liaison with Inland Revenue as and when required

Email Support

**\$350 + GST Per Month**

## SME Business

Bank Account & Credit Card reconciliation (up to 100 transactions per month)

Accounts Receivable & Accounts Payable reconciliation (up to 75 per month)

Bi-Monthly GST Preparation & Filing with Inland Revenue upon approval

Reporting & Payment Reminders

Xero/MYOB Account Maintenance (ensuring all accounts balance)

Liaison with Inland Revenue as and when required

Full Phone & Email Support

**\$650 + GST Per Month**

# Bookkeeping Packages

## Growing Business

Bank Account & Credit Card reconciliation (up to 200 transactions per month)

Accounts Receivable & Accounts Payable reconciliation (up to 125 per month)

Bi-Monthly GST Preparation & Filing with Inland Revenue upon approval

Reporting & Payment Reminders

Xero/MYOB Account Maintenance (ensuring all accounts balance)

Liasion with Inland Revenue as and when required

Full Phone & Email Support

**\$1150 + GST Per Month**

## Looking for something else?

These packages provide a guideline for pricing, however, solutions can be scaled or reduced to meet your business requirements.

If these packages don't suit your needs, please get in touch to discuss alternative options.

# Payroll Packages

## Payroll Services

All payroll services include:

- Initial review of payroll set up
- Timesheet Calculation
- Leave Balance & Liability Management
- Payroll Processing
- Payday Filing to Inland Revenue (within 24 hours)
- Liasion with Inland Revenue (when required)
- Monthly Reporting
- Full Phone and Email Support

### 1-3 Employees

\$70 + GST Per Pay Run

### 4-8 Employees

\$105 + GST Per Pay Run

### 9-14 Employees

\$140 + GST Per Pay Run

### 15-20 Employees

\$175 + GST Per Pay Run

# Things to Know

## No Surprises

We're committed to keeping communication open at all times. We will always let you know in advance if a piece of work is outside of the scope. This means no surprise bills for you!

## Minimum Term

We require a minimum term of six months when working together to ensure.

## Payment Terms

We will invoice at the end of the month. Our standard terms require payment in full seven days after the invoice date.

## Confidentiality

We guarantee to treat any and all information shared as strictly confidential.

## Additional Work

Any additional work will be charged at \$70 + GST per hour unless agreed otherwise in writing.

# Xero Training

If you are comfortable using Xero on your own, or have a new staff member start, and need some direction or a fresh set of eye over your account - we offer 1:1 Xero Training Sessions.

This can be tailored to your requirements and may include:

- Setting up Xero
- Navigating the interface
- Managing contacts
- Creating and managing invoices
- Bank reconciliation
- Expense tracking
- Payroll processing
- Reporting and Analytics
- Inventory Management
- Integrations and Add-Ons
- Setting up Hubdoc
- Security and Permissions
- Troubleshooting and Support
- Best Practices

These sessions can be done remotely via Zoom or in-person.

**Xero Training**  
\$140 + GST Per Training Hour



# What's Next?

If you are ready to say yes, simply send us an email and let us know.

We'll send you confirmation along with an Agreement for Services via 2Shakes which includes full terms and conditions, and book in a time to discuss next steps.

If you have more questions, please feel free to reach out on any of the channels below.



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# THANK YOU

**Thank you for the opportunity to present this information. We look forward to hearing from you and welcome any questions you may have.**

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