

Accountuit provides an intuitive accounting solution that fits seamlessly into your business.

# The Organisation Subscription Package

Already an established company with I-IO employees and your financial systems in place? Our package will help ensure your business stays healthy, grows steadily and provides insights on profitability and areas for improvement

### What is in the package

#### Software

- Xero subscription
- Xero initial set up
- Xero training session
- Simplepay payroll subscription
- Simplepay payroll initial setup
- · Simplepay training session

#### Tax and Statutory

- Calculation and submission of your incometax returns
- Calculation and submission of vourprovisional tax returns
- No dealing with SARS for vourself
- Calculation and submission of VAT
- returns

  Calculation and submission of PAYE
- CIPC annual return submission

#### **Accounting**

- Annual financial statements
- Monthly management accounts
- Monthly payroll services
- Bi-monthly budgets & forecasts

#### **Advisory**

- Monthly management meetings
- Strategic business planning
- Tax structure planning & optimisation
- Dedicated accountant on call

## **Our Process**

- **1.** Meet and greet •A kick-off meeting (face-toface oronline) with you to
  - discuss your new venture. We find out all about what you are planning to do, how you are going to do it, and what you aim to achieve.
- **2.**From this meeting we determine your accounting needs and if this package, or a tailor-made package

will be best for you.

- **3.** On-boarding
  We welcome you to the Accountant family. We gather all your relevant information, create your profile and onboard you as our client.
- **4.** Xero setup and training

  We create your very own Xero
  - profile, setit up to work seamlessly with your business, and do all the necessary training to get you working with the system.

- **5.** To infinity and beyond •You are good to go! We check in with each other on a regular basis, providing support for you whenever you need it. From reporting to ensuring your businessis healthy and thriving, all your accounting needs are looked after. And you have the freedom to give your venture the attention it deserves.

Please contact us for more information or make a booking <u>here</u>, we'd love to hear from you. Your dedicated accountant is ready to start working with you.