

Small Business Solutions

Basic Solution

Monthly Instalment Activity Statement preparation and lodgement.

Quarterly Business Activity Statement preparation and lodgement.

Annual Financial Statements and Income Tax Returns for your business and associated individuals.

ASIC Administration and Management.

Audit Insurance Cover for your business and any associated entities and individuals.

Year-end review and meeting.

Support Solution

All the features of our Basic Solution **+ PLUS**

Quarterly accountability meetings to review performance and set goals for your business.

Tax plan review and meeting prior to the end of the financial year.

Annual ATO benchmark analysis for your industry.

Annual "Business Wisdom" review and meeting.

Complete Solution

All the features of our Basic and Support Solutions **+ PLUS**

Monthly bookkeeping service using Xero.

Annual budget development.

Annual planning session.

KPI and goal development customised to your business.

Building **your**
empire together



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	Basic Solution	Support Solution	Complete Solution
Bookkeeping			
Data entry and monthly maintenance of accounts			•
Assistance with Management of all bookkeeping functions (AR, AP, Payroll, Reconciliations)			•
Calculation and assistance with Superannuation processing and lodgement			•
Standard Monthly Reports			•
Phone and email support as required	•	•	•
Tax			
Preparation and electronic lodgement of Business Activity Statements	•	•	•
Preparation and electronic lodgement of Instalment Activity Statements	•	•	•
Preparation of special purpose financial statements and asset register	•	•	•
Preparation and lodgement of Income Tax Return	•	•	•
ATO Benchmark Analysis		•	•
Review and preparation of tax plan for future year		•	•
Registered Tax Agent Services - Liaise with ATO and Act on your behalf	•	•	•
Advisory			
Quarterly meetings to review performance		•	•
Year-end review and meeting	•	•	•
Annual "Business Wisdom" review and meeting		•	•
Annual Budget Development			•
Annual Planning Session			•
KPI and goal development customised to your business			•
Other			
ASIC Corporate Compliance - Registered Agent - Annual Returns and Registered Office	•	•	•
Audit Insurance	•	•	•
WorkCover compliance reporting	•	•	•

We build a solution based on **your** needs

When you're on Team Empire we ensure that we not only provide professional taxation and accounting solutions for you, but we really take care of you and your business.

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