

## BOOKKEEPING/PAYROLL/ACCOUNTS/TAXATION PACKAGES

Winchester Business Solutions offers complete financial solutions packages which cover bookkeeping, payroll, account reporting and quarterly tax compliance. These packages are designed to reduce your current costs and remove the stress of financial management. All of our packages are tailored to suit your budget so please call us to discuss your options today.

### Both Packages Cover

Preparation and payment of invoices | Formalisation of transactions into MYOB software | Recording of accruals and prepayments | Various accounting reports | Bank and credit card facility reconciliations | Depreciation schedules and asset registers | Payroll services including creating, issuing and managing payslips and employee payments | Control of employee superannuation payments and income tax compliance | Creation and issuing of end of year PAYG summaries to employees | Creation of annual leave and sick day schedules

# 1

## BASIC Package

The Winchester Business Solutions basic package covers your everyday financial requirements. We take care of your basic business functions and your accounts and provide you with financial reports based on your transactions.

### BOOKKEEPING

- ◆ 4 bank accounts
- ◆ 200 bank transactions per month
- ◆ 20 customer/supplier payments
- ◆ 100 assets on register and depreciation schedule

### PAYROLL

Covering payments, payslips, income tax and superannuation compliance and issuing end of year group certificates for:

- ◆ Up to 15 employees

This includes creating annual and sick leave schedules

### ACCOUNTING REPORTS

- ◆ Financial Snapshot
- ◆ General Ledgers
- ◆ Reconciliation Report
- ◆ Balance Sheet
- ◆ Bank Account Balance Report
- ◆ Profit and Loss Statement
- ◆ Cash Flow Statement

# 2

## PREMIUM Package

In addition to all the services we provide in the basic package the premium package also provides you with BAS and PAYG preparations, more regular account reporting, higher levels of bookkeeping, more employees on payroll system, budget comparisons and share portfolio registers:

### BOOKKEEPING

- ◆ 4+ bank accounts
- ◆ Up to 400 bank transactions per month
- ◆ Up to 60 customer/supplier payments
- ◆ Up to 200 assets on register and share register

### PAYROLL

Covering payments, payslips, income tax and superannuation compliance and issuing of end of year group certificates for:

- ◆ Up to 30 employees

This includes creating annual and sick leave schedules

### TAXATION

- ◆ Preparation of PAYG Statements
- ◆ Preparation of BAS Statements

### ACCOUNTING REPORTS

- ◆ Financial Snapshot
- ◆ Weekly General Ledgers
- ◆ Weekly Reconciliation Report
- ◆ Weekly Balance Sheet
- ◆ Bank Account Balance Report
- ◆ Profit and Loss Statement
- ◆ Multi-Period Profit and Loss Comparisons
- ◆ % of Sales Profit and Loss Analysis
- ◆ Cash Flow Statement
- ◆ Cashflow Analysis
- ◆ Budget Comparisons
- ◆ Assistance in Preparing Budgets
- ◆ Quarterly Multi-Period Reports

# 3

## PREMIUM Package

Premium extras package lists services you can add onto your premium package based on your individual needs including:

### BOOKKEEPING

- ◆ 400+ bank transactions per month
- ◆ 60+ customer/supplier payments
- ◆ 200+ assets on register and depreciation schedule

### PAYROLL

Covering payments, payslips, income tax and superannuation compliance and issuing of end of year group certificates for:

- ◆ Over 30 employees

This includes creating annual and sick leave schedules

We also offer marketing packages to ensure your business has the competitive edge!

# 4

## WEBSITE DESIGN Package

Winchester will design and create an amazing website including:

- ◆ Unlimited pages and products
- ◆ Free site redesigns anytime
- ◆ Web hosting
- ◆ Automatic software upgrades
- ◆ Unlimited email account set up
- ◆ Website also optimised for smart phones and tablets
- ◆ Full user training provided

### EXTRAS

Have an amazing website and have it noticed by Google today!

- ◆ Copywriting
- ◆ Logo design
- ◆ Addition of AdWords and SEO for organic Google searches
- ◆ Paid advertising on Google

# 5

## PRINT MARKETING Packages

Ensuring your marketing materials give you the competitive edge!

### BASIC PRINT MARKETING

Covers basic marketing materials including:

- ◆ Design and printing of flyers
- ◆ Design and printing of business cards
- ◆ Design and printing of letterheads

### FULL PRINT MARKETING

Covers more comprehensive marketing materials including:

- ◆ Design and printing of flyers
- ◆ Design and printing of business cards
- ◆ Design and printing of letterheads
- ◆ Design and printing of brochures
- ◆ Design and printing of presentation folders

### ADDITIONAL PRINT EXTRAS

Covers additional marketing and promotional materials including:

- ◆ Promotional Pens
- ◆ Promotional Magnets
- ◆ Promotional USB Drives
- ◆ Company Logo Envelopes
- ◆ Compliments Slips
- ◆ Company Gift Cards
- ◆ Promotional Posters
- ◆ Personalised Notepads and Docket Books

# 6

## DIGITAL MARKETING Packages

Develop an online presence! Don't just rely on your website for internet marketing!

### ONLINE ADVERTISING

Creation and monitoring of various online marketing strategies.

Includes developing Seek advertisements and a Yellow Pages company page as well as listings on Gumtree and any other high volume information sites such as True Local or industry specific marketing sites.

Also includes monthly reporting of website visitors and lead statistics.

### SOCIAL MEDIA

Creation and management of your social marketing. Includes developing Facebook and Twitter company profile pages.

Visit us at [www.winchesterbusinesssolutions.com.au](http://www.winchesterbusinesssolutions.com.au) for more information or call us on (02) 9251 2254 to discuss your options today!

WINCHESTER  
BUSINESS SOLUTIONS

