

# Are you Ready?



**Supervision**  
Accounting Services

Supervision Accounting  
Level 2 76 Mill Point Road  
South Perth WA 6151  
PO Box 879 South Perth WA 6951  
Phone: 08 93679655  
Email: [accounting@supervision.com.au](mailto:accounting@supervision.com.au)

## ADDITIONAL SERVICES

### SMSF's

Supervision SMSF provides the following:

- ATO Compliance, Tax Return, Audit & Lodgement
- Access to "Super Gateway" which includes access to:
  - ◆ Online Portfolio
  - ◆ Investment Platforms & Trading Accounts
  - ◆ Knowledge and educational tools
  - ◆ Documents & Forms

Supervision keeps your SMSF up to date daily which There is no better SMSF accounting and administration team than Supervision SMSF.

### COMPANIES

- Preparation of Dividend Statements
- Notice of Change of Company Director and/or Secretary
- Notice of change of Registered Office including fees
- Allotment of Shares
- Transfer of Shares (excluding Stamp Duty)
- Changes to Memoranda and Articles (excluding legal fees)
- Preparation and electronic lodgement of Company Annual Returns
- Company Statutory Reports including Directors Reports and Directors Statements
- Directors and Members Minutes as required
- Updating of Corporate Registers
- Other Minutes as necessary for taxation or co-operation requirements

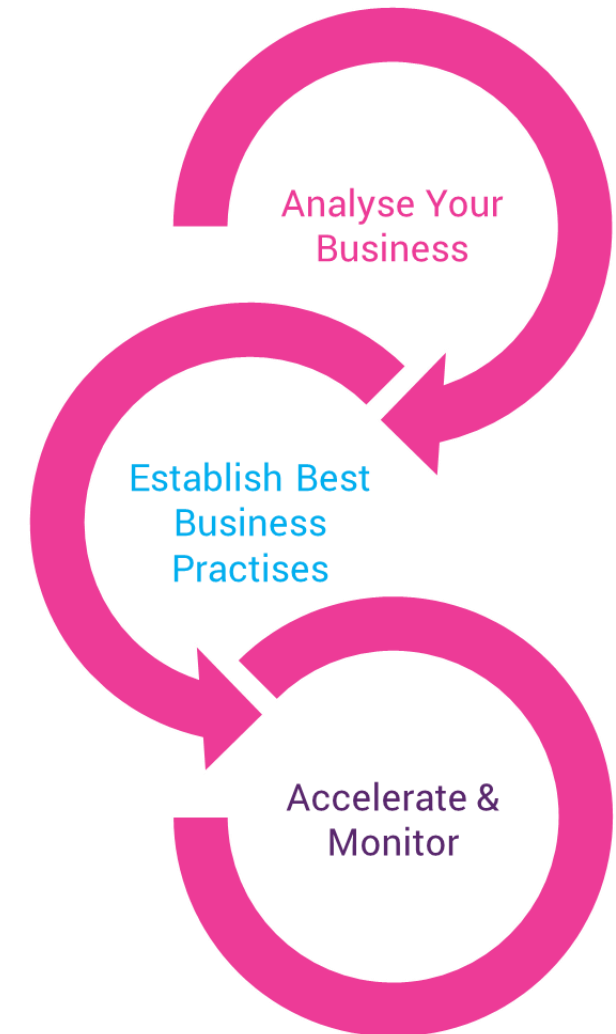
### TRUSTS

- Preparation of Minutes for Trust Distribution and Trustees
- Preparation of Trust Elections
- Organising of Franking Credit Ceiling Election
- Maintenance of Trust Records
- Review of Trust Deeds (excluding legal fees)

## OUR PHILOSOPHY

Supervision believes that solutions provided by technology are the best way to increase service and keep fees low. We use the same philosophy for all of our businesses. We want our clients to have the most efficient service, so that you can get on with making money for yourself and your family.

### Three Step Supervision Accounting Process



### ALL PACKAGES INCLUDE:

Get your business off to a Flying Start by taking your accounting and tax compliance to a higher altitude with updated, accessible and real time financial information to help you manage your business better. The 'Flying Start' package includes:

- Initial Interview
- Appointments to view/receive documents required for completion of tax returns and financial statements
- Conversion to Xero Online Cloud Accounting Software
- Annual Xero Subscription unlimited users
- Bank Data Feeding to Xero
- Meetings including regular meetings with Directors, Partners or yourself
- Telephone Support
- Provision of Year End Adjusting Journals
- Compliance check for legal tax minimisation and subsequent client meeting or approval of same
- Electronic Signatures for Year End Tax Packs
- Electronic Storage and Retrieval of Important Documents
- Information and registration for the following: TFN, PAYG, GST, ABN, Payroll Tax, FBT and others required
- Superannuation Contribution Analysis
- Preparation and lodgement of Quarterly BAS
- All Tax Returns prepared
- Annual Review of Financial Status

We will review your financial performance at the end of a predetermined period in order to provide you with taxation planning advice before the end of the year. Action taken here will allow us to proactively plan for your wealth creation & tax minimisation strategies utilising retained after tax profits

Accelerate your business goals by gaining an in depth knowledge of your financial performance and the main issues that need addressing. In this package you will have a virtual CFO to review and report for your monthly management meeting. The 'Accelerate' package includes

### ALL FEATURES IN THE FLYING START PACKAGE PLUS

- Assistance in setting and monitoring KPI's
- Monthly Review of actual against budget
- Review, train and monitor the 5 cash drivers
  1. Debtors
  2. Creditors
  3. Stock Control
  4. Cost of Goods Sold
  5. Overheads
- Analysis of current market and where the competition is positioned with the same parameters of your target market. (i.e. price comparisons, service quality)
- Priority access to all newsletters, circulations, and informative circulars
- Introduction to Business Planning
- Monthly Management Meetings to monitor finances and profitability
- No Cost attendance for two people at all our Seminars

### ALL FEATURES IN THE ACCELERATE PACKAGE PLUS

#### BUSINESS DEVELOPMENT

Supervision Accounting wants all clients to aspire to a VELOCITY Package. VELOCITY boosts your business to another level. This is where we really get involved with developing your business goals and subsequent growth.

Your investment in our VELOCITY Package gives you all of the benefits of FLYING START and ACCELERATE in addition to a comprehensive and specifically tailored business development program for your business. The outcome will be to help you make your business even more profitable and therefore a more valuable asset.

We will carry out an extensive diagnosis of your business including (but not limited to) stock and debt control, information technology, business systems, marketing and sales, administration procedures and even have a look at environmental systems. By doing this we will identify the issues that need addressing in order of importance.

Our diagnosis will form the blueprint for your business plan which we prepare as part of your investment in our VELOCITY package.

We will Talk with your key people to identify the strengths, weaknesses, opportunities and threats of the company. Supervision Group can then analyse the information given and develop a plan to ensure success.

There will be a mutually agreed time table for each step of the plan and we will do a review on a monthly basis to ensure you are reaching your goals.

*Supervision Fees are generated and paid monthly, so your accounting budget is taken care of. No end-of-year accounting surprises- except for the best tax advantage we can give you.*