

Jacqui-Lin Limited

Service Costings

2026



To give you a better understanding of how I charge for work,
I have 4 Cost Services:

- Individual Job Costings for requested jobs
- Monthly Fixed Rate Packages (Package 1)
- Monthly Fixed Rate packages (Package 2)
- Monthly Fixed Rate packages (package 3)

Monthly fixed packages can be invoiced out monthly or can arrange a weekly/fortnightly direct debit or automatic payment arrangement, this can be discussed at first consultation.

Monthly fixed packages can be discussed and tailored to fit your company/Trust requirements.

I have broken everything down into a standard fee structure. Our fees are based on the time I spend working on a job, but we also use this standard fee structure as a guideline on what final fees should look like.

Apart from the charge out rates and Xero fees, which are fixed, the other prices are indicative and depend on the accuracy of files and documentation provided, the volume and complexity of transactions and the speed and frequency with which you respond to requests for information.





Jacqui-Lin Limited Individual Costing Services

Set-up Costs & Xero Accounting System Setup with Inland Revenue Setup With ACC Clients Initial first consultation Company-Create Xero Chart of accounts Coding & Report structures. Xero Subscription fee- refer above price schedule	\$300+ GST one-off fee
Annual Set of Accounts Preparation of Financial statement for the tax year	\$3500 + GST Annually
Taxation We will process your NZ income tax returns and issue reminders for terminal and provisional payments	\$150 + GST / + time spend working on a job
Updates & Advice We will keep you up to date with any relevant tax or business issues. We will provide advice on financial processes, policies, and internal procedures	First 2 Complementary-\$80 + GST
Free year-round Phone & Email support Call or email me for any xero, or tax questions relating to your Individual needs/Company or Trust (<i>only if you are a Jacqui-Lin Limited Client on a package deal</i>)	FREE
GST Returns We will prepare and file your GST Returns	\$150 + GST /+ time spend working on a job
in-depth performance Reports We'll produce monthly performance reports to keep you up to date with your financial position throughout the year. These include profit & Loss, Cashflow, balance sheet, Accounts payable, accounts receivables, payroll & PAYE. These reports are a valuable tool in your Jacqui-Lin Ltd meeting and can be used in discussion, reviews, budgeting, and goal setting.	\$350 + GST
Budgets Prepare Budgets Budget Consult meeting	Fixed Price \$500 + GST
Invoicing Approve Bills to pay 20 th Month Batch Payments	Accountants rate phr (time spend working on a job) Prices may vary depending on size of company and employee numbers, or agreed price
Payroll Setup of Payroll- Processing of Payroll- Inputting/Updating of Employees details/ timesheets/Deductions-	one-off fee \$150 + GST Fixed fee per week- \$60 + GST per pay run weekdays - \$150 Weekend rates Accountants hourly fee as above. Prices may vary depending on size of company and employee numbers, or agreed price
Company Office Filings Annual return Filing Filing fee Admin fee	Fixed Price \$250 + GST
ACC Consultations with ACC on behalf of Individuals/Companies- Setup of ACC Annual employer policies and ACC levies setup and instalment plans	Fixed Price Fee on hourly rate \$500 + GST

Individual full breakdown

- ***My current charge out rates for accounting services are:***
 - Accountant \$80 phr
- ***Xero subscription fees are:***
 - Ignite \$35 per month
 - Grow \$75 per month
 - Comprehensive \$99 per month
 - Ultimate \$113 per month

(Note that these are based on Xero's published prices and can be updated accordingly)
- ***Filing returns :***
 - Income tax returns \$150 per return plus time spend working on a job.
 - GST returns \$150 per return plus time spend working on a job
 - Company office annual returns \$250 for filing & Admin Fee
- ***Financial reports :***
 - Sole Trader Accounts \$500 – \$700 per Report
 - Company and Partnership Financial Statements \$1,500 – \$3,500; per year.
 - Provisional tax reviews/reminders and tax pooling arrangements : \$175 per provisional tax instalment.
- ***Payroll***
 - Setup of Payroll- one-off fee \$150
 - Processing of Payroll- Fixed fee per week- \$60 per pay run
 - Inputting/Updating of Employees details/ timesheets/Deductions- Accountants hourly fee as above.
 - Prices may vary depending on size of company and employee numbers.
- ***Invoicing-***
 - Setup of Hub doc- Free
 - Approving and coding bills to pay- Accountants hourly fee as above, max 2 hrs
 - 20th of Month Batch payments - Accountants hourly fee as above, max 1 hrs
- General tax and business advice is complimentary if signed up on a package deal , if signed up on an individual plan this is complementary for 2 consults after which it is charged out at a fixed rate, see pricing tables
- All the above prices exclude GST.

Pricing options include paying as the work is done, in which case the above fee structure will apply, or if you use our monthly fixed price packages, it works out to be roughly 30% cheaper for you. Fixed price quote for the packages listed or for a customized packages can be discussed at first Consultation meeting.

If I give you an estimate, it is an estimate and not a fixed price quote, a one-off startup fee is required of \$300 + GST for setup and paid 7 days after signing contractual agreement and first months fixed fee to be paid on the 20th of following month or as agreed upon.



Monthly fixed package deals, or if package deals are agreed upon this will be itemised within contractual agreement.

Jacqui-Lin Limited Monthly Fixed Package one

Fixed Monthly fee

Services include:

- Reconciling Xero
- GST Returns
- Annual Financial statements
- Xero fees
- Monthly Financial reporting
- 3 Monthly face-to-face/Online consultation (includes travel Mileage)
- Company office filing & fees
- ACC Consultations
- Accountant hourly fees
- Annual Company Income Tax Filing
- Processing of Director personal Income tax Returns annually
- Year-round Phone & Email support/ Business Consulting

TOTAL (Package one)

\$1000.00 + GST Monthly

Jacqui-Lin Limited Fixed Monthly Package Two

Fixed Monthly fee with Monthly Invoicing

Services include:

- Reconciling Xero
- GST returns
- Annual Financial statements & filing Income taxes.
- Xero fees
- Monthly Financial reporting
- Company office filing & fees
- 3 Monthly face-to-face/Online consultation (includes travel Mileage)
- Monthly Invoicing Batch payments
- ACC Requirements
- Accountant hourly fees
- Company Income tax Returns
- Processing of Director personal Income tax Returns annually
- Year-round Phone & Email support/ Business Consulting
- Payroll

TOTAL (Package two)

\$1650.00 + GST monthly

Jacqui-Lin Limited Fixed Monthly Package Three (Full package)

Fixed Monthly fee with Monthly Invoicing/Payroll/Budgeting

Services include:

- Xero Management
- GST returns
- Annual Financial statements & filing Income taxes.
- Xero fees
- ACC Requirements
- Monthly Financial reporting
- Company office filing & fees
- 3 Monthly face-to-face/Online consultation (includes travel Mileage)
- Monthly Invoicing Batch payments
- Payroll
- Accountant hourly fees
- Prepare Budgets
- Accounts payable/receivable
- Asset register & management
- Company Income Tax return
- Processing of Director personal Income tax Returns annually
- Year-round Phone & Email support/ Business Consulting

TOTAL (Package three)

\$3,500.00 + GST monthly

