

TECHAGE BUSINESS SOLUTIONS

ACCOUNTAID SOLUTIONS FOR YOUR GROWTH

FIXED PRICING FOR MONTHLY BOOKKEEPING & ACCOUNTING SERVICES

Please Note: On Demand- Service is Available for any service which is not under your selected package.		Collaborative Account Officer	Outsourced Bookkeeping	Strategic Accounting
		<i>We do it together</i>	We do it for you	We support you
		Remote	Remote +/- Stationed	Remote + Stationed
One-Time Set-Up Fee for Schools with Accounting System		GHS 1000	GHS 750	GHS 500
L/N	One-Time Set-Up Fee for Schools without Accounting System Exclusive of system cost	GHS 1500	GHS 1000	GHS 850
1	FREE Bookkeeping & Accounting System - T&C Apply	Yes	Yes	Yes
2	Accounting System Support - We support Adesua360 SMIS, QuickBooks	Yes	Yes	Yes
3	Payroll & HR Management & Info System Support - We support	Yes	Yes	Yes
4	Quarterly Accounting System Review and Report	Yes	Yes	Yes
5	Annual System Review & Adjustment for Statutory Amendments	Yes	Yes	Yes
6	FEE & BILLING	Yes	Yes	Yes
7	Creating Fee Particulars for Billing on Adesua360 or the school's SMIS	Yes	Yes	Yes
8	Creating Bills & Fees on Adesua360 or the school's SMIS	Yes	Yes	Yes
9	RECEIVABLE MAMAGEMENT	Yes	Yes	Yes
10	Creating Students if not done by the School's Head/Admin	Yes	Yes	Yes
11	Assigning Bills and Fees to students	Yes		
12	Recording payment received against Fees & Bills	Yes	Yes	Yes
13	PAYABLE MANAGEMENT	Yes	Yes	Yes
14	Creating Vendors, Purchase Orders and Bills	Yes	Yes	Yes
15	Processing payments and recording bill payments and expenses	Yes	Yes	Yes
16	STATUTORY	Yes	Yes	Yes
17	CIT Provisional Assessment Management	Yes	Yes	Yes
18	Withholding tax on payment returns preparation and filing	Yes	Yes	Yes
19	Recording statutory payments into the system	Yes	Yes	Yes
20	OTHERS	Yes	Yes	Yes

BOOKKEEPING AND ACCOUNTING SERVICES

21	Entering Loan Repayment against principal and interest	Yes	Yes	Yes
22	Entering Payroll Journals and Payment Vouchers into the system	Yes	Yes	Yes
23	Monthly Report - Bank Reconciliation, Aging Report and P&L	Yes	Yes	Yes
24	Weekly Petty Cash returns for entry into accounting system	Yes	Yes	Yes
25	Monthly Bank Account Reconciliation and Reporting	Yes	Yes	Yes
26	PAYROLL	Yes	Yes	Yes
27	FREE Payroll & HR Management System & ESS APP - T&C Apply	Yes	Yes	Yes
28	Payroll Processing	Yes	Yes	Yes
29	Payroll Taxes and Pensions Returns Preparation and Filing	Yes	Yes	Yes
30	Making payroll records entry into the accounting system	Yes	Yes	Yes
31	Issuing Payslip to Staff	Yes	Yes	Yes
32	PETTY CASH		Yes	Yes
33	Petty Cash Keeping		Available where there is a retainer	Yes
34	BASIC INVENTORY			Yes
35	Entering Stock into the Accounting System		Yes	Yes
36	Receiving and verifying items purchased before receiving at stores		Available where there is a retainer	Yes
37	Monthly Stock Taking - up to 100 products or items			Yes
38	BANKING WITH OFFICIAL VEHICLE AND DRIVER OR TRANSPORT SYSTEM		Available where there is a retainer	Yes
39	Banking Deposit & Withdrawal - Once a day			Yes
40	Writing Cheques			Yes
41	NON-ROUTINE		Yes	Yes
42	Asset Register Maintenance & Updating - Monthly		Yes	Yes
43	Depreciation Calculation and Entry - Monthly		Yes	Yes
44	Bad Debts Provision Computation and Entry - Quarterly		Yes	Yes
45	Cleaning errors and reclassifying of transactions and accounts - Bi-Annual		Yes	Yes
46	Annual Financial Report Preparation & Filing - Sole Proprietors Only		Yes	Yes
47	REPORTS & MEETINGS			Yes
48	Monthly Management Meeting - If any			Yes
49	Updating Manament Dashboard - If any			Yes
50	Quarter Management Report			Yes
51	Strategic Meeting - Up to 10 hrs/yr			Yes
52	END OF FINANCIAL YEAR			Yes
53	Books Closing and Final Adjustment			Yes

**SERVICE
AVAILABLE**

BOOKKEEPING AND ACCOUNTING SERVICES

54	Annual Financial Report Export for Management/Directors			ON DEMAND @ A FEE	Yes
55	Collaborate with Auditors if any - Up to 20hrs/yr in the ensuing				Yes
56	Engaging GRA and Pensions Trustees other than monthly routine activity - Up				Yes
57	ADDED VALUE SERVICES - NOT BILLABLE				Yes
58	Ensuring Compliance				Yes
59	Training - Up to 4 hrs/yr - Subject to appointment				Yes
60	Consultancy - Up to 8 Hrs/yr - Subject to appointment			Yes	
		Monthly Price-GHC	2,490.00	-GHC 3,490.00-	GHC 4,990.00-
		Monthly Price for Stationed Staff(s)-Optional for Outsourced Bookkeeping		-GHC 1,000.00-	GHC 1,500.00-
		Total Monthly Service Charge	GHC 2,490.00-	GHC 4,490.00-	GHC 6,490.00-

EACH SERVICE PACKAGE INCLUDES FREE ACCOUNTING, PAYROLL & HR MANAGEMENT SYSTEM

PACKAGES EXPLAINED

01	Collaborative Account Officer	COST SAVINGS (2-3X LESS) 1. No Staff Pensions & Taxes 2. No Accounting System Cost 3. No Payroll System Cost 4. No/Low Transportation Cost 5. No Default & Penalties Payments 6 Annual Financial Statement Preparation Cost 7. Audit cost reduction for LLBs 8. Reduction in compliance risk
	You keep your books, we provide the technical support and limited advisory services	
02	Outsourced Bookkeeping	
	We keep your books for you as your remote day bookkeeper or account officer using suitable digital solutions.	
03	Strategic Accounting	
	As the name suggest, we give you competitive advantage by taking over your business	

END OF SHEET