



VIRTUAL CFO

WHY A VIRTUAL CFO?

Growing a business is incredibly challenging. It takes time, expertise, and sound decision making. Outsourcing your non-core activities or those tasks that you don't excel in, is one of the most common ways to achieve economies of scale within your business.

Time is the most precious resource that we have and ultimately, we want to spend it doing the things that we love, with the people that we love.

Engaging an expert to handle the financial side of your business is one of the most common ways that small businesses outsource. Thanks to the wide range of efficiencies achieved by cloud accounting software; engaging a virtual CFO to assist in your small business is now far more affordable than you'd think.

FRESHWATER VIRTUAL CFO

Save time, stress and hassle by allowing our team to handle absolutely everything accounting, bookkeeping and tax related for your small business.

We keep on top of your books right throughout each week and we send you a detailed comparative monthly profit & loss statement after the close of each month.

Tracking your performance in this manner allows you to identify areas for growth and weaknesses; as well as to demonstrate key seasonal trends.

You'll also receive a monthly email from our team detailing the key information that you need to know in order to stay across your finances including:

- Super and GST for the quarter-to-date
- Tax to set aside for the financial year to-date
- Information on director loan balances
- Anything else you need to know in order to grow your business and stay on top off your financial affairs



INVOICE

WHAT DOES IT COST?

We take the average number of transactions that require coding in a month as a baseline for your fee.

From here, we add a fee for the following services (if required):

- Quarterly business activity statement preparation
- Monthly instalment activity statement preparation
- Payroll
- Superannuation processing
- External merchant facility processing (eg. Shopify)
- Accounts payable management
- Accounts receivable management / chasing debtors
- Fringe benefits tax return preparation
- Annual tax return preparation

Literally pick and choose what you'd like us to handle on your behalf! While many throw their hands up in the air "take it all, I don't want to know!", others prefer to handle certain aspects themselves e.g. invoicing or payroll.

Simply tell us what you need done via the form below, and we'll prepare your monthly quote. Our monthly virtual CFO fee starts from as low as **\$170+GST** per month.

HOW DO I COMMUNICATE WITH YOU GUYS?

Please feel free to get in touch with us absolutely anytime. Take comfort in knowing that we are never far from our emails, and that you can get in touch with us as often or as little as you need.

While we do reserve a monthly one hour phone/Zoom slot for our virtual CFO clients; you're most welcome to email or WhatsApp through any smaller queries you might have as they come up.



THIS SOUNDS AMAZING, HOW DO I GET THE BALL ROLLING?

Firstly, fill out the short questionnaire below in order to tell us which aspects of your bookkeeping you'd like assistance with.

Then, invite our CFO Sarah Clayton, into your Xero file using the email address: **sarah@freshwatertaxation.com.au** in order that your quote can be prepared and emailed through to you.

If accepted, we'll email you through a retainer contract listing the services that we will provide for you each month along with our monthly fee.

IMPORTANT NOTE: This is not a lock in contract and you may exit at any stage.

We look forward to being an instrumental part of your small business journey!

Sarah Clayton



VIRTUAL CFO QUOTE CHECKLIST

Business name:	
Business structure (e.g. sole trader, company, trust or partnership):	
What do you need help with? <i>(Select all that apply)</i>	<ul style="list-style-type: none">Coding & reconciling transactionsBusiness Activity Statement (BAS)Instalment Activity Statement (IAS)PayrollSuperannuationExternal merchant reconciliation (e.g. Shopify)Accounts payable managementAccounts receivable managementFringe Benefits TaxAnnual tax affairsALL OF IT!