

PERMALINK PLAN MANAGEMENT

BAS & BOOKKEEPING SERVICES



YOU GET CLEAR, ORGANISED, AND RELIABLE FINANCIAL RECORDS, NO FUSS, JUST CLARITY.



YOU SAVE TIME AND STRESS, WE DO THE WORK SO YOU CAN FOCUS ON WHAT MATTERS.



YOU STAY COMPLIANT AND READY FOR TAX TIME, WITH ACCURATE REPORTS AND PEACE OF MIND.



Permalink Plan Management

www.permalinkplanmanagement.com.au



info@permalinkplanmanagement.com.au

Contact Us



1300 737 625



Melbourne | Sydney | Brisbane | Adelaide | Perth

How We Support You



Complete Business Compliance & Bookkeeping

- BAS/IAS/TPAR/Payroll/TFN Declarations, full bookkeeping to EOY, accountant liaison, monthly reports, and fast, efficient processing.

Support, Training & Flexible Solutions

- Employee onboarding kits, tailored training for your team, and flexible help with any task, from simple fixes to the “too hard” jobs.

Remote Support & Live Help Desk Flexibility

- Whether you need full remote bookkeeping and support or live help-desk assistance in real time, we adapt to your business needs.

Software & Tech Savvy Approach

- Certified in major bookkeeping and accounting software: we handle PC or Mac platforms, using reliable tools to streamline your finance operations.

Expert Advice, Clear Solutions

- We don't just crunch numbers, we help you understand what's going on, give tips, help you plan ahead, because bookkeeping isn't just about today's numbers.

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SERVICE GUARANTEE

- ✓ We simplify the complex with practical, tech-savvy problem solving.
- ✓ We turn messy accounts into clear, organised systems.
- ✓ We work fast and accurately, with processes that include built-in checks.
- ✓ Our compliance is always on time, accurate, and reliable for all EOFY, quarterly, and monthly requirements.
- ✓ We can liaise with the ATO on your behalf for extensions, payment plans, or GST/PAYG registrations.
- ✓ We make a real difference every day, so managing your business becomes easier.

What Makes Us Easy to Work With



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Choose Your Plan

Flexible Bookkeeping Packages for
Every Need

Basic Package

\$900

/month

All prices include GST

Up to 150 transactions
processed

Monthly bank
reconciliation

BAS preparation
(quarterly)

Monthly simple reports
(P&L + Balance Sheet)

Standard Package

\$2,000

/month

All prices include GST

All Basic services

Payroll processing
(e.g., up to 10
employees)

Accounts payable &
receivable
management

Monthly simple
reports (P&L +
Balance Sheet)

MOST POPULAR

Premium Ongoing Support

\$4,000+

/month

All prices include GST

Full bookkeeping +
payroll + BAS

Custom reporting &
KPI dashboards

Quarterly strategy
call

Software
optimisation &
ongoing training

Every business runs differently. We can tailor a package based on your transaction volume, payroll size, reporting needs, and growth plans.

CUSTOM PACKAGES
AVAILABLE

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BASIC PACKAGE INCLUSIONS

DATA ENTRY & TRANSACTION PROCESSING **\$60/month**

Input sales, bills, receipts; categorise transactions

BANK & CREDIT CARD RECONCILIATION

Monthly accounts reconciliation

\$60/month per bank account (minor transactions)

ACCOUNTS PAYABLE (AP) MANAGEMENT

Enter and manage vendor bills

\$60/hr

ACCOUNTS RECEIVABLE (AR) MANAGEMENT

Raise invoices; apply payments

\$60/hr

PAYROLL PROCESSING

Pay runs, superannuation reporting

\$60/payrun

PAYROLL TERMINATIONS

Staff terminations, finalisation

\$120/employee

BAS PREPARATION & LODGEMENT

Prepare and lodge BAS/IAS (quarterly/ monthly)

\$150/lodgment

SOFTWARE SETUP

Xero - new file

\$300 one-off lodgment

ANNUAL COMPLIANCE CLEANUP/REVIEW

End-of-year bookkeeping review

\$500/year

MONTHLY FINANCIAL REPORTING

Profit & Loss, Balance Sheet

\$120/month

Add ons

TRAINING & SUPPORT

Staff training on software

\$120/hr

MONTHLY FINANCIAL REPORTING

Profit & Loss, Balance Sheet

\$120/month

All prices include GST

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STANDARD PACKAGE INCLUSIONS

DATA ENTRY & TRANSACTION PROCESSING

Input sales, bills, receipts; categorise transactions

\$120/month

BANK & CREDIT CARD RECONCILIATION

Monthly accounts reconciliation

\$120/month per
bank account

ACCOUNTS PAYABLE (AP) MANAGEMENT

Enter and manage vendor bills

\$120/hr

ACCOUNTS RECEIVABLE (AR) MANAGEMENT

Raise invoices; apply payments

\$120/hr

PAYROLL PROCESSING

Pay runs, superannuation reporting

\$70/payrun

PAYROLL TERMINATIONS

Staff terminations, finalisation

\$120/employee

BAS PREPARATION & LODGEMENT

Prepare and lodge BAS/IAS (quarterly/ monthly)

\$200/lodgment

SOFTWARE SETUP & MIGRATION

Xero, MYOB, QuickBooks onboarding

\$600/one-off
lodgment

ANNUAL COMPLIANCE CLEANUP/REVIEW

End-of-year bookkeeping review

\$800/year

MONTHLY FINANCIAL REPORTING

Profit & Loss, Balance Sheet

\$200/month

Add ons

TRAINING & SUPPORT

Staff training on software

\$120/hr

MONTHLY FINANCIAL REPORTING

Profit & Loss, Balance Sheet

\$200/month

All prices
include GST

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PREMIUM PACKAGE INCLUSIONS

DATA ENTRY & TRANSACTION PROCESSING

Input sales, bills, receipts; categorise transactions

\$120/month

BANK & CREDIT CARD RECONCILIATION

Monthly accounts reconciliation

\$120/month per
bank account

ACCOUNTS PAYABLE (AP) MANAGEMENT

Enter and manage vendor bills

\$120/hr

ACCOUNTS RECEIVABLE (AR) MANAGEMENT

Raise invoices; apply payments

\$120/hr

PAYROLL PROCESSING

Pay runs, superannuation reporting

\$70/payrun

TERMINATION PROCESSING

Redundancy, resignations and leave entitlement accounting

\$120/staff member

BAS PREPARATION & LODGEMENT

Prepare and lodge BAS/IAS (quarterly/ monthly)

\$400/lodgment

SOFTWARE SETUP & MIGRATION

Xero, MYOB, QuickBooks onboarding

\$1,000/one-off
lodgment

ANNUAL COMPLIANCE CLEANUP/REVIEW

End-of-year bookkeeping review

\$2,500/year

MONTHLY FINANCIAL REPORTING

Profit & Loss, Balance Sheet & Payroll YTD

\$300/reporting

Add ons

CASHFLOW & BUDGET REPORTS

Cashflow forecasts, budget vs actual

\$300/report (generic)
\$500/report (Budget and
Review)

TRAINING & SUPPORT

Staff training on software

\$250/month

All prices
include GST

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Our Complete Range of Services

Bookkeeping Services

- Bookkeeping – Offsite / Payroll
- Cloud bookkeeping using Xero (web-based)
- Setup of accounting systems for Individuals, Companies, Trusts, Partnerships, and Super Funds
- Business Activity Statements (BAS) and GST reporting for small to large businesses
- End-of-Financial-Year (EOFY) preparation for accountants, including balanced general ledger accounts
- EOFY Payroll Income Statement preparation
- Business budget setup in Xero
- Cashflow setup and reporting
- Business reports including Profit & Loss, Balance Sheet, and Payroll reports
- Inventory management integration with Xero accounting software
- Remote training and help desk support

Registered Tax Agent Services

- Tax return preparation for Individuals, Companies, Trusts, Partnerships, and Super Funds
- ATO audit support and defence
- Establishment and registration of Individuals, Companies, Trusts, Partnerships, and Super Funds



Permalink Plan Management



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 1300 737 625



PERMALINK
PLAN MANAGEMENT

Get In Touch With Us

Sit back while we manage your books,
so you can focus on what matters.
Contact us for a quote or chat.



Permalink Plan Management



REGISTERED
NDIS
PROVIDER



1300 737 625, Option 7



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