



In this page, you will find the fees you have been looking for.

Fees are dependent on your company's monthly expenses.

Monthly expenses	Estimated monthly fees
0 – 15,000	790
15,001 – 40,000	980
40,001 – 90,000	1,170
90,001 – 140,000	1,360
140,001 – 200,000	1,540
> 200,000	By quotation

If you are GST registered, additional S\$95/month

If you are audited, additional S\$1,800/year

Final fees are what you see above. No hidden charges.

No out of pocket expenses.

What will you get for the fees above?

See [next page](#) for the Statement of Work



Statement of Work

What you will get for the fees stated in the previous page:

- Recording all sales and purchases
- Handling and processing full set of accounts AR/AP/GL
- AR/AP/GL data entry into accounting software
- Generating invoices to your customers on a weekly basis
- Following up on collections from your customers
- Sending Statement of Accounts to your customers
- Unlimited transactions
- Handling and monitoring supplier payments according to credit terms
- Reconciling supplier's Statement of Accounts
- Processing your suppliers and vendors invoices
- Verifying payments supporting documentation (3-way match)
- Preparing payment request in online e-banking platform using bank token
- Recording salary, CPF, depreciation, and other expenses
- Recording Government grants, interests and other income
- Processing manual accounting journal entries
- Dedicated account manager phone support
- Maintaining proper accounting records
- 2-way documents collection from your operating address once per month (See FAQ Q2 below if you need us to come down more than once to collect your documents)
- Scanning and safekeeping your softcopy documents (Paperless office)
- Access to your client portal for documents via our mobile app
- Download our mobile app to access the softcopy documents via client portal
- Multi-currency accounting with foreign exchange gains and losses
- Bank reconciliation
- Accrual basis bookkeeping
- Handling month end closing accounts and reports
- Preparing management reports (Please see FAQ Q1 below for what is included)
- Singapore Financial Reporting Standards (International) compliant
- Compilation of annual unaudited financial statements with directors' statement

Note additional fees for the following:

GST (+\$95/month)

Preparing GST reports and schedules
Quarterly filing GST F5 to IRAS
Attending to IRAS queries, if any

Audited (+\$1,800/year)

Liaising with your auditors
Preparation of audit schedules
Attending to your auditor's queries



Optional Add-on services

Discovery, consultation and process improvement

Business process engineering: streamlining workflow and reducing redundant processes.

Lean accounting process: streamlining reporting, documents flow and internal controls.

Business strategies and objectives: identifying and improving relevant KPIs.

Fees starts from **\$15,000/project** for 3-12 months, depending on scope of project.

Consolidation package

We will prepare consolidation package (as a parent company) with your several subsidiaries you may have. Fees starts from **\$530/month** for a 12-month contract.

Budgeting & forecasting package

Budgeting departmental expenses? Cheaper to lease or buying the fixed asset? Huge capital expenditure or project financing analysis? Fees starts from **\$670/month** for a 12-month contract.

Cost accounting package

You hold inventory and need standard costing, WIP and variance analysis? We will provide the software, inventory recording infrastructure, and provide training for the software. Fees starts from **\$1,190/month** for a 12-month contract.

Payroll & HR
From **\$30/employee/month**
12-month contract

- Full HR & payroll
- E-filing of CPF
- IR8A inclusive
- No minimum employees

Corporate secretary
From **\$350/year**

- Holding of AGM
- Annual returns
- Named Secretary
- Directors' resolution to adopt and approve annual financial statements

Corporate income tax
From **\$600/year**

- Filing of ECI
- Filing of form C/C-S
- Preparation of tax schedules



FAQ

Q: What does the monthly management reporting include?

A: It includes the following:

- Monthly balance sheet
- Monthly profit & loss
- Monthly cash flow statement
- Monthly trial balance (includes both MTD and YTD)
- Accounts receivable tracking and aging
- Accounts payable tracking and aging
- Fixed assets register and depreciation schedule
- General ledger listing
- Accounting schedules
- Selected management KPIs monitoring report
- Sales and expenses listing
- Other balance sheet schedules such as accruals, provisions, and prepayments listing
- Customized report according to your needs
- Compilation of annual unaudited financial statements with directors' statement

Q: Can you come by twice a month to collect documents?

A: Yes we can. Additional fees **S\$330** per trip. We can come on a weekly basis as well for an additional **S\$990** per month. Fees inclusive of scanning and uploading the documents into your client portal, resulting in a paperless office. Fees are also inclusive of the data entries.

Q: How does the pricing work?

A: Our pricing is a simple monthly subscription where you pay for what you use based on your monthly expenses. There are no hourly charges. No hidden charges.

Q: What is included in the monthly expenses and how do I calculate it?

A: Your expenses generally include all the money your company spends each month, including payroll, cost of goods sold, rental, administrative and distribution expenses.

If a large percentage of your expenses are cost of goods sold, we will provide you a custom quote.



FAQ

Q: Who will do the data entry?

A: We will do the data entry. You can provide the hardcopy documents to us by scanning the documents or we will collect it at your address once per month.

Q: What do you mean by no hidden charges?

A: When we say no hidden fees, that means there are no surprises add-ons or charges when you choose to move forward with our services. The fees you see will be the final fees agreed together with the Statement of Work.

Q: Can you provide testimonials?

A: Yes, please ask us for it and we will provide you if you need it in your tendering process.

Q: Can you come over to my office to key in my accounting software, which is installed in my computer?

A: No. We use QuickBooks or Xero, which is a cloud accounting software you can access anywhere.

If you already have an accounting software, I recommend you migrate the data to cloud accounting software.

Q: Can you provide reassurance that your services will be reliable?

A: You can try out our services for one month for free before you choose to continue with us. You can also know if outsourcing is for you. Killing two birds with one stone :)

No obligation to continue if you are not satisfied with our services for any reason. The management reports are yours to keep as well.

Q: What if I only need you to do some of the work scope above?

A: Fees will be adjusted accordingly. Contact for a better understanding about your needs.

Q: Do you provide discounts?

A: No.



Seen enough to make a decision?

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Contact us today!