



The Uniting Church in Australia
QUEENSLAND SYNOD

1 July 2025

Bookkeeping Price Structure

Bookkeeping Services Provided:

Accounts Receivable: We issue all Invoices and follow up Debtors.

Accounts Payable: We prepare all Bills to be paid and ensure source documents are Saved. We load bank account details to allow the ABA (Australian Banking Ass.) files to be prepared for signatories.

Bank Accounts: We enter all banking entries when reconciling, ensuring supporting documentation attached.

BAS: On a case-by-case basis. If connected to the ATO we can prepare quarterly BAS and forward for Approval, once Approved the Treasurer or Bookkeeper will be able to Lodge through Xero.

Reports: We provide Reports for your Monthly Meetings for e.g. Profit and Loss, Balance Sheets, Budget Variations.

Budget: We can produce a Draft Budget based on previous years information to submit for review, we can then upload this budget into Xero.

Training: If you have a change of Treasurer and or Admin, we can offer training sessions on Xero via Zoom.

Correspondence with Treasurer, Ministers and Church Council Members.

3 Tiers of Bookkeeping

Tier	Bookkeeping Time Spent	Monthly Fee
A – Low	Max. 1.5 hours /week	\$200
B – Medium	Between 1.5 and 3 hours /week	\$400
C - High	Between 3 and 6 hours /week	\$800
Note – All Tiers include XERO Monthly Subscription		

XERO Subscriptions for Non-Bookkeeping

All XERO Subscriptions will include 1 hr XERO Help Desk Support / Month

Small – up to 5 Bills / month	\$27 / Month
Large – Unlimited Bills / month	\$59 / Month