

AN ACCOUNTING GUIDE TO OFTEN ASKED QUESTIONS

Q: HOW MUCH WILL YOU CHARGE ME?

A: Our Accounting Schedule of Fees is contained in our Letter of Engagement, outlining hourly charge rates for staff of different levels of qualification and experience.

As a rule, we don't quote on a project beforehand – the fees will depend on a range of issues – including complexity, follow-up required, additional information to be provided, staff assigned to the work etc.

Q: WHEN AM I EXPECTED TO PAY MY ACCOUNTING FEES?

A: Depending on the amount of work and time involved, we'll normally issue progress invoices for you to pay within 14 days. Even though your work might not be fully completed, we need to maintain regular income to provide for staffing and other resources. For smaller tasks, we'll send you an invoice for the total owing when the work is finalised.

Q: HOW LONG WILL MY WORK TAKE?

A: While we believe in punctuality, a quick turnaround isn't always possible. Accounting is a seasonal profession, with peaks and lulls throughout the year.

Depending on the work you want us to do and the time of year, our completed response could be in a few days to a few months. Regardless, we'll keep you informed of our progress.

Q: YOUR FEES ARE MORE THAN I EXPECTED, BASED ON YOUR PREVIOUS INVOICES?

A: This could be due to a number of factors.

There might be more work to do on your account than before, especially if you've had a number of additional financial transactions, maybe increased business operations and so on. Or we may have needed you to provide us with additional information – or our staff have sourced that information on your behalf. And the complexity of your financial affairs might mean we have to allocate more senior resources and more time to your account than previously.

Q: WHO DOES THE WORK ON MY ACCOUNT?

A: Again, that depends on what's involved. We believe in assigning staff with the appropriate level of experience for each task, ensuring your fees aren't more than necessary – especially for more routine work.

One thing you can be sure of is that all work is finalised by your Senior Accountant, your Partner or both before it is presented to you or submitted to government or other authorities.



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07 **3360 9888**

17 Mt Gravatt-Capalaba Road, Upper Mt Gravatt Qld 4122

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The Peak Partnership
CHARTERED ACCOUNTANTS