



PKF
Tauranga

Virtual CFO

Virtual CFO is our top-level service and suits businesses who want the services of a part time chief financial officer (CFO). This service will seriously challenge your business to move to the next level.

Our Virtual CFO package is tailored to meet the needs of each individual business, but as a price guide this service starts from as little as **\$1,000 plus GST** per month.

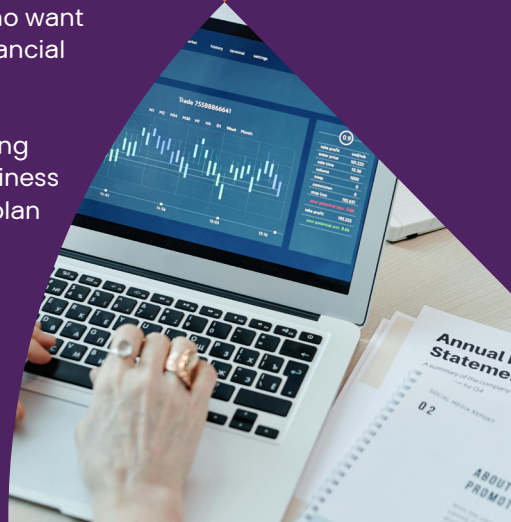
This is a top-level service and some of our clients would love to use this service but are not yet able to make the step. Parts of this service can be selected to match your business requirements as and when you need them.

The Full Service

You will be provided with top-shelf financial advice to help you achieve your dreams for your business! We have helped many high net wealth and many high-profile clients, and we have challenged the way our clients think about their business. Through our Virtual CFO package, we become part of your strategic team and effectively sit on your board as your part time financial controller.

Virtual CFO suits those business owners who want business and financial planning advice, financial and KPI monitoring, regular contact and management consulting. We start with a Strategic Plan and develop an understanding and appreciation of your personal and business goals. Then we prepare a 5-year financial plan to take you there.

We will regularly monitor and report to you on the performance of your business and we will provide you with advice and suggestions to make the right business decisions.



What is cloud

Xero/MYOB are online accounting systems designed for small to medium businesses and their advisors, and highly recommended if you're looking for proactive advice to grow and manage your business.

- Incredibly easy to use
- 24/7 access from anywhere using the internet
- Automatic importing of bank statements
- Free automatic updates, automatic data backup
- Unlimited users

Your package includes

- Proactive business advice every month
- Annual strategic planning meeting
- Annual cashflow forecast and profit plan
- Peace of mind that all your annual taxation and GST requirements will be taken care of
- We'll complete your **annual financial statements, income tax returns, business activity statements and tax administration** (tax assessments and reminders)
- Annual tax planning review, annual business and personal needs analysis
- Business performance health check
- Establish and review KPI's each month as part of monthly board meeting
- Regular management reports to assist with managing your tax payments, budget and cashflow
- Regular email updates with advice to keep you informed of relevant tax and business issues
- Xero/MYOB online accounting software – we provide you with full training, you input the basic data, we check it

The logo for MYOB, featuring the lowercase letters 'myob' in a bold, purple, sans-serif font.The logo for Xero, featuring the lowercase letters 'xero' in a white, sans-serif font inside a solid blue circle.

What you get, and why it's important

1 Regular proactive advice and reporting

Regular updates on your financial position rather than at the end of the financial year. Financial institutions supplied up to date data to support loan applications.

2 Annual strategic planning meeting

Connect your personal goals to your business goals with a long-term focus that helps you stop and review your whole business.

3 Annual cashflow forecast and profit plan

Convert your strategic plan into a financial plan. Focused on your profit and cashflow improvement and provides a benchmark from which to measure actual results.

4 Business performance health check

Make sense of your financial reports and highlights areas of your business that are performing well and those that are not performing well. We can use this information to make changes to increase your business profits.

5 Accounting fees paid monthly

Easy cashflow management.

6 An accounting system that is simple to operate

No specialist knowledge required, we provide you with all the Xero training needed and then supervise.

7 GST is taken care of

Why this is important for you. Business activity statements professionally prepared and lodged for you.

8 Timely preparation of annual financial statements and tax returns

Peace of mind that your tax returns are lodged on time and prepared by professionals.

9 Enhanced tax planning

Know how your business is going and get recommend tax strategies and forecast your tax.

10 Establish & review KPI's

Know what is happening in your business and view current trends as they occur and take necessary corrective action sooner rather than later.

Need something different? If you'd love to use this service but are not yet able to make the step. Ask us about tailoring this package for your unique requirements.

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