



International  
association of  
bookkeepers

## Monthly Bookkeeping Package Costs from September 2024



<b>Package Name</b>	<b>Mini</b>	<b>Starter</b>	<b>Standard</b>	<b>Premium</b>	<b>Ultimate</b>
<b>Included in each Package</b>	For Sole Traders with a Turnover of up to £60,000	For Sole Traders or Ltd's who want a budget package	For Sole Traders or Ltd's who want a bit more bookkeeping	For Sole Traders or Ltd's who want a more inclusive package	For Sole Traders or Ltd's who want a more exclusive package
Monthly Bookkeeping	Yes	Yes	Yes	Yes	Yes
Xero Ledger	Yes	N/A	N/A	N/A	N/A
Xero Starter	Additional £15 pm	Yes	N/A	N/A	N/A
Xero Standard	Additional £30 pm	Additional £15 pm	Yes	N/A	N/A
Xero Premium	Additional £42 pm	Additional £30 pm	Additional £15 pm	Yes	N/A
Xero Ultimate	Additional £55 pm	Additional £42 pm	Additional £30 pm	Additional £15 pm	Yes
Monthly Bank Account Reconciliation	1 Account	1 Account	Up to 3 Accounts	Up to 5 Accounts	Unlimited
Monthly Payroll up to 5 employees	Additional £15 pm	Additional £10 pm	Additional £5 pm	Yes	Yes
Additional employees on Xero Payroll	£2.00 per employee pm	£1.80 per employee pm	£1.60 per employee pm	£1.40 per employee pm	£1.20 per employee pm
Monthly Credit Card Reconciliation	No	No	Up to 2 Cards	Up to 4 Cards	Unlimited Cards
Monthly Loan Accounts reconciliation	No	No	Directors Loans	Up to 2 Loan Accounts	Unlimited Accounts
Monthly Supplier Invoice Entry	N/A	Additional £30 pm	Additional £20 pm	Additional £10 pm	Yes
Monthly Supplier Statement Reconciliation	N/A	Additional £20 pm	Additional £10 pm	Additional £5 pm	Yes
Monthly Customer Invoice Entry	N/A	Additional £30 pm	Additional £20 pm	Additional £10 pm	Yes
Monthly Customer Statement Production	N/A	Additional £20 pm	Additional £10 pm	Additional £5 pm	Yes
Monthly Management Reports	Yes – P&L	Yes – P&L	Yes - P&L + BS	Yes	Yes
Monthly VAT Report	No	Additional £5 pm **	Yes	Yes	Yes
Quarterly or Monthly VAT Retruns	No	Additional £10 pm **	Additional £5 pm	Yes	Yes
Unlimited Email Support	Yes - response within 7 days	Yes - response within 7 days	Yes - response within 3 days	Yes - response within 2 day	Yes - response within 1 day
Telephone Support - during office hours	Callback £10 per call	Callback £5 per call	Callback	Yes	Yes
Telephone Support - out of office hours	Callback £15 per call	Callback £10 per call	Callback £5 per call	Yes £5 per call	Yes
Annual Accounts Production	Yes	Additional £50	Additional £25	Yes	Yes
Annual Accounts Submission - Companies House (Ltd only)	N/A	Additional £50	Additional £25	Yes	Yes
Annual Confirmation Statement - Companies House (Ltd only)	N/A	Additional £20 + Companies House Fee	Additional £10 + Companies House Fee	Companies House Fee Only	Yes
Annual Accounts and Tax Return Submission - H M R & C (Ltd only)	N/A	Additional £50	Additional £25	Yes	Yes
Annual Self Assessment	Yes	Additional £50 per Self Assessment	Additional £25 per Self Assessment	Yes - Up to 2	Yes - Up to 5
Annual Partnership Return	N/A	Additional £50	Additional £25	Yes	Yes
Weekly Credit Control with reports	N/A	Additional £80 pm	Additional £60 pm	Additional £40 pm	Additional £20 pm
<b>Basic Cost without Additions</b>	<b>£75 Per Month</b>	<b>£114 Per Month</b>	<b>£185 Per Month</b>	<b>£316 Per month</b>	<b>£506 Per month</b>

All prices quoted exclude VAT, All tasks are conditional upon the information and source documents provided by the client each month

Monthly Packages are invoiced a month in advance and are payable by the end of each month, the minimum period of all packages is 12 months and are reviewed annually