



**CANEGROWERS**  
BURDEKIN

## **Professional Services**



2016

### **Information on Professional Services**

This document contains a summary of CANEGROWERS Burdekin Ltd's capacity and qualifications to provide bookkeeping, payroll, Company Secretary and social media communication services for small to large organizations and a quote for such services.



# BOOKKEEPING, PAYROLL, SOCIAL MEDIA COMMUNICATIONS SERVICES AND COMPANY SECRETARIAL SERVICES

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# 1. CANEGROWERS Burdekin Ltd capacity to provide services

CANEGROWERS Burdekin Ltd (CBL) is well placed to offer book keeping, company secretarial and payroll services:

- > CBL is a registered BAS Agent (BAS Agent number 24762820)
- > 2 administration staff both experienced in secretarial, accounts and payroll
- > 2 experienced social media and communications staff members
- > A Registered Individual BAS qualified member of staff
- > Central location in the heart of Ayr
- > Latest MYOB Accounting Software

In addition, we have a successful track record in handling a number of external administration contracts including:

- > Burdekin Irrigated Growers Co-op Ltd (BIG Co-op)
- > BIG River Processors Co-op Ltd (BRP)
- > Inkerman Cane Growers Organisation Limited
- > Invicta Cane Growers Organisation Limited
- > Burdekin River Irrigation Area Irrigators Committee (BRIA)
- > Burdekin Productivity Services Ltd (BPS)
- > Burdekin Bowen Integrated Floodplain Management Advisory Committee Inc. (BBIFMAC)
- > Burdekin United Growers (BUG)



BAS agent  
24762820

# 2. Services

## 2.1 Bookkeeping & Administration

CBL can supply bookkeeping services to provide financial statements as well as the BAS preparation, tailored to your needs.

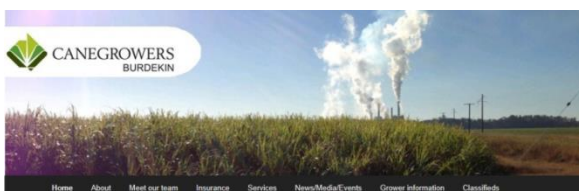
These services can include:

- > Bookkeeping using the latest MYOB Accounting Software, or your own software
- > Quarter/monthly BAS preparation
- > Weekly/fortnightly/monthly Payroll
- > Account keeping
- > Onsite services
- > Processing sales, receipts, purchases and payments
- > Bank reconciliations
- > Preparation of documents for client and accountant
- > Bills paying on client behalf
- > Profit and loss Statements
- > Balance Sheet
- > Cash flow statements

## 2.2 Social Media & Communications

CBL can set up social media sites such as Facebook, Twitter, LinkedIn and Instagram as well as the ability to provide Newsletters for your business. We can provide technical support for continued updating of the sites.

CBL has experience in basic website setting up and can build a basic website for you, see [www.canegrowersburdekin.com.au](http://www.canegrowersburdekin.com.au) as an example.



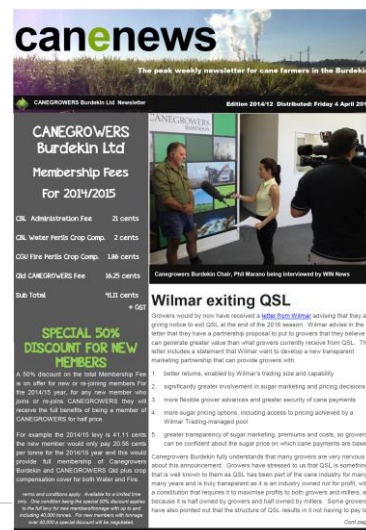
### Home

#### Welcome to CANEGROWERS Burdekin

Our mission is to be a truly effective, enduring and unifying force in maximising the profitability, productivity and sustainability of cane growers in the Burdekin, now and for the future.

Our Goals are to fulfil our mission and progress towards our vision for the future.

Our Vision is to ensure the Burdekin continues to be the leading cane growing region in Australia, reducing the costs to growers and have a highly engaged, interested and active membership.



## 2.3 Payroll and Human Resources

CBL can provide a comprehensive payroll service for all employees throughout their employment until their termination. CBL has been providing a payroll service since the 1990s and has a thorough support network in place for any irregular payroll matters.

CBL will provide:

- > A quality payroll service using the latest CHIP Payroll Software, complying with the Superstream regulations. This professional program is capable of determining and recording additional payments such as overtime, allowances & reimbursements as well as deductions as required.
- > Payroll set up documentation including employee, bank account and superannuation details, Tax File Declaration and Fair Work Statement
- > Termination pay calculations as required
- > Payments to employees via EFT with a choice of multiple bank accounts to be paid into
- > Superannuation paid monthly to the employees nominated fund
- > Reports on the PAYG tax deductions
- > Information to Workcover Qld to determine the workers compensation premium
- > A timesheet emailed to staff members
- > PAYG Summaries to employees and the Australian Taxation Office
- > Separation Certificates

## 2.4 Company Secretary Services

CBL can supply a company secretary who will carry out all of the legislated requirements under Corporations Law and will comply with their application by the Australian Securities and Investment Commission (ASIC).

The company secretary can:

- > Prepare professional board papers for meetings
- > Liaise directly with chair and directors as needed
- > Record minutes of board meetings and Annual General Meeting
- > Maintain company register
- > Maintain membership register
- > Timely lodgment of forms with ASIC
- > Distribute information to board members as required
- > Maintain authorities for bank accounts, credit cards and internet banking as required
- > Maintain adequate public liability and professional indemnity insurance
- > Oversee election of directors to board
- > Governance or any other statutory requirements under corporations law

# 3. Key personnel

## 3.1 CBL Staff

### 3.1.1 **Melissa De Domenico – Finance and Administration Officer**

Melissa has recently joined the CANEGROWERS Burdekin team in the role of Finance and Administration Officer.

Melissa has Bachelor of Business with Accounting and Marketing majors from James Cook University and is working towards her CPA and Tax Agent qualifications. Melissa also holds a Tier 2 in General Insurance Qualification.

### 3.1.2 **Tiffany Giardina – Administration & Payroll Officer**

Tiffany is CANEGROWERS Burdekin's Administration & Payroll Officer. Tiffany joined the CANEGROWERS team in 2010.

Tiffany has been operating the CANEGROWERS Burdekin Payroll Service since 2011. Tiffany has a Certificate III in Business Administration and a Certificate IV in Accounting and is Tier 2 General Insurance qualified

Tiffany regularly attends seminars and undergoes training to keep up to date on recent payroll matters.



### **3.1.3 Michelle Andrews – Manager: Finance & Administration**

Michelle is the Manager: Finance & Administration of CANEGROWERS Burdekin. Joining the team in 2003 when she was employed as an Administration Officer of Burdekin District CANEGROWERS Executive.

Michelle's position encompasses administration, accounts and communications, including our weekly e-newsletter publication canenews, maintaining our website and social media.

Michelle is an Individual BAS Agent, has an Associate Degree in Commerce, Certificate IV in Business Administration, Tier 2 in General Insurance and is JP Qualified.

Michelle has previously assisted with the establishment of Burdekin Productivity Services Ltd and has provided administration and bookkeeping services to BPS, Inkerman Cane Growers Organisation, BIG Co-op, BRP, Invicta Cane Growers Organisation, BRIA Irrigators Committee and BBIFMAC; and is currently the company secretary for Inkerman Cane Growers and Bio River Processors Co-op.

## 4. Pricing

### 4.1 Bookkeeping Services

The bookkeeping services will be performed at an hourly rate of \$35 per hour. Consumables are included in the hourly price.

### 4.2 Social Media Communications

Consultation and set-up	<b>\$250</b>
Site upkeep (Per hour rate divided by 15 minute intervals)	<b>\$35</b>

### 4.3 Payroll

The fees for the CANEGROWERS Burdekin Payroll Service excluding GST are as follows:

	Fee Structure
Monthly Reporting Fee	\$20.00
Fee per Pay slip	\$8.00
Fee per PAYG Payment Summary (Group Certificate)	\$8.00
Superannuation Fund notifications	Free
Draft employee contracts	Free
General Award Information	Free
General Legal Advice related to employment law*	Free

\* General Legal Advice provided by Chris Cooper from CJ Cooper and Associates, Solicitors

### 4.4 Company Secretary

The company secretary and administration services will be performed at an hourly rate of \$35 per hour. Consumables are included in the hourly price.

This will be invoiced monthly.

## Contact Details

Name	Office	E-mail
Michelle Andrews	4790 3602	<a href="mailto:Michelle_andrews@canegrowers.com.au">Michelle_andrews@canegrowers.com.au</a>
Tiffany Giardina	4790 3601	<a href="mailto:Tiffany_giardina@canegrowers.com.au">Tiffany_giardina@canegrowers.com.au</a>
Melissa De Domenico	4790 3608	<a href="mailto:Melissa_dedomenico@canegrowers.com.au">Melissa_dedomenico@canegrowers.com.au</a>

## Office

**Phone:** 4790 3600

**Opening hours:** 9am-5pm Monday-Friday

**Address:** 141 Young Street, Ayr 4807

**Postal:** PO Box 933 Ayr 4807