



CHARIS & ABLE SEAS

FINANCE & BOOK-KEEPING SERVICES

Basic Services	Market Rate (Min monthly fees)	ESTIMATED MONTHLY FEES (Discounted at 20% for CHARIS Member Organisations)			Description & Remarks
		Large Member Organisations	Medium Member Organisations	Small Member Organisations	
Book-Keeping	\$ 600	\$ 400	\$ 350	\$ 250	<ul style="list-style-type: none"> > On basis that fieldwork is not required (i.e. documents will be sent to ABLE SEAS for book-keeping), and Member Organisations must be based/incorporated in Singapore. > Fees exclude out of pocket expenses which will have to be reimbursed (e.g. Cloud based accounting software subscription fees, printing charges)
HR/Payroll Services (assume 2 full-time)	\$ 56	\$ 46	\$ 46	\$ 46	<ul style="list-style-type: none"> > Payroll processing/CPF submission/generation of payslips and e-leave management: <ul style="list-style-type: none"> - Standard fees of ABLE SEAS is \$23 per employee per month (min \$100 p.m. if less than 4 employees) - If Member Organisations outsource both book-keeping and payroll services to ABLE SEAS, as a gesture of goodwill, min of \$100 p.m. will be waived.
	\$ 40	\$ 20	\$ 20	\$ 20	> Preparation and submission of IR8A: \$10 per employee.
	\$ -	\$ -	\$ -	\$ -	> NS claims/maternity claims and other adhoc claims: \$30 per claim per employee.
Other Services					
Tax computation and filing with IRAS	\$ 1,200	\$ 1,000	\$ 1,000	\$ 800	> Min \$800 per year for preparation of tax computation and filing. Fees may differ depending on complexity of the accounts.
Preparation of Unaudited FS (if audit not required)	\$ 1,200	\$ 1,000	\$ 1,000	\$ 800	> Min \$800 per year for preparation of unaudited financial statements. Fees may differ depending on complexity of the accounts.
Audit support (if audit is required)	\$ 1,200	\$ 1,000	\$ 1,000	\$ 1,000	<ul style="list-style-type: none"> > Minimum \$1K per year depending on scope of involvement and complexity of accounts. > Scope includes attending to auditor's queries (excluding those which requires management input), preparation of draft accounts for auditor's review, preparing auditor's request.

Small Member Organisations : Member Organisations with straight-forward transactions, no restricted funds, less than 10 transactions a month and 1 bank account.

Medium Member Organisations : Member Organisations with straight-forward transactions, 1 restricted fund, 10 to 25 transactions a month and not more than 2 accounts.

Large Member Organisations : Member Organisations with straight-forward transactions, not more than 2 restricted funds, between 25 to 45 transactions a month and not more than 3 bank accounts.