

Health Check for Accountancy Practices Proposal

If you would like to proceed with the following Health Check consultancy for your practice, please complete the confirmation and purchase form and return to CL Whelan and Associates with payment.

Fees and Time Frame

Our fees for this consultancy depend on the size of your practice as follows:

- For practices with up to 25 employees - \$2,500 + GST
- For practices with between 25 and 50 employees - \$3,500 + GST
- For practices over 50 employees – please contact Chris at CL Whelan and Associates for a price.

Payment of the above fee should accompany the attached form.

The time frame for completion of this consultancy is approximately 4 to 6 weeks from the time data is received from your practice.

Information and Support

We will require your practice to complete an Excel template provided by CL Whelan and Associates. Depending on the size of your practice, it may take 5 to 10 hours to collate and enter data into our template.

During the consultancy, we will send you a draft report and a final report to review and discuss with CL Whelan and Associates. This will require approximately 2 hours of your time per report.

Outcomes

At the conclusion of this consultancy, your practice will receive a report with the following information:

- Chargeout rates analysis
 - The analysis will compare the chargeout rates your firm is currently charging for each employee with what you should be charging. Our calculations will analyse all labour and overhead costs as well as other variables such as productivity and write offs and calculate the chargeout rates per direct employee that should be charged to achieve your required Net Profit
- Benchmark Key Performance Indicators (KPIs) for your practice
 - We will prepare an analysis that will benchmark the following areas of your firm:
 - Revenue KPIs
 - Cost KPIs
 - Labour Efficiency
 - Staff Ratios
 - Average Partner Chargeout rate
- What If analysis
 - The What If analysis will report on the potential impact on Net Profit of your practice as a result of changes to one or more key variables.

Confirmation

Please sign here to confirm acceptance of the above proposal.

.....
Signature

.....
Date

.....
Print Name

.....
Position

Health Check for Accountancy Practices

Terms and Conditions

The following terms and conditions form part of this proposal

Unless we otherwise agree in writing, these terms apply to the Health Check consultancy

Information

Unless we otherwise agree in writing, we may rely on data and other information you provide to us for this consultancy, without verification by us.

Validity

These terms and conditions are valid for the duration of the consultancy.

Confidentiality

All information, be it written or verbal, to which CL Whelan and Associates Pty Ltd staff and advisors become privy during the Health Check consultancy, will be treated in the strictest confidence, except as necessary to do the work or as required by law.

Electronic Communications

If in the work either party receives an email or other electronic communication (including an electronic signature) that purports to be from the other party, the recipient may rely on it without checking its authenticity. The sender does not warrant that the communication is free from computer virus or other defect not discoverable by the sender's usual procedures.

Trading Terms & Billing

Payment is required with the confirmation form. A tax invoice marked "Paid" will be forwarded to your office on receipt of this form and payment.

Reports

All reports prepared in relation to the Health Check consultancy by CL Whelan and Associates, are prepared specifically for your organisation and accordingly no third party should act on any matters contained in the report without considering and taking appropriate professional advice upon their particular circumstances.

Variation to Consultancy

When the program of work as outlined in the above proposal is to be varied, the varied work must be agreed in writing.

Early Termination

Where either party terminates the consultancy, it should be notified in writing. The engagement also could terminate if you commit an act of bankruptcy or, if you are in a company, you become an externally-administered body corporate.

Early termination of this consultancy will result in a refund of fees paid less an amount necessary to recover the hours worked on the Health Check consultancy by CL Whelan and Associates Pty Ltd as at the date of termination.

Liability

The work done by CL Whelan and Associates Pty Ltd is for the purposes specified in the above Health Check consultancy and you are not to use the work for other purposes unless agreed by us.

Damages

If you suffer damage as the result partly of your own fault and partly of our fault, the damages recoverable are to be reduced to such extent as the court thinks just and equitable having regard to your share in the responsibility for the damage.