

## Accounting Agency Mesiperä Ltd – Service Fees

Accounting services are billed for each period, which is typically a month. With small companies, the period can be quarterly, or even yearly.

The fee for each period comprises:

- A fixed base fee
- A varying voucher fee
- Pay slips, certain software features and special jobs

These three items are added up for each period. This pricing model ensures that fees follow the amount of work needed, while still being predictable for our clients.

When using the financial administration software **Fennoa**, software fees are included in our prices. Please note, that your bank may charge separately for use of the Web Service -channel or for bank statements. If you do not have the feature for receiving purchase e-invoices on, please subtract 20€ from the base fees.

If using other financial administration software, our clients will make a direct contract with the software provider and take care of its expenses. In this case, please subtract 20€ from the base fees.

For accounting done quarterly or yearly, one base fee is levied per period, along with other fees, along with a software fee for “dormant” months.

Our hourly fee for additional and extra jobs is 60€ / h, rounded up to the next 15-minute mark.

All prices shown without VAT.

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Base fee / month (prices from)			
	Accounting Routine 75€	Accounting Fair 129€	Premium services According to contract
Shared accounting software	✓	✓	-
Bookkeeping	✓	✓	-
VAT filings	✓	✓	-
EU recapitulative statements	✓	✓	-
Financial statement	✓	✓	-
Tax filing	✓	✓	-
Sales invoicing	✓	✓	-
Digital purchase invoices	✓	✓	-
Travel invoicing	✓	✓	-
Digital receipt reception	✓	✓	-
Payments from the software	✓	✓	-
Some consulting	✓	✓	-
Light project accounting	✓	✓	-
A fair amount of consulting	✗	✓	-
Monitoring of tax prepayments	✗	✓	-
Dividend declarations	✗	✓	-
Extensive project accounting	✗	✓	-
Monitoring of receivables & payments	✗	✓	-
Management accounting	✗	✗	✓
Cash flow monitoring	✗	✗	✓
Monitoring of key figures	✗	✗	✓
Budgeting	✗	✗	✓
Outsourced sales invoicing	✗	✗	✓
Tax planning	✗	✗	✓
Special declarations	✗	✗	✓
<p>Fees are for typical business activities. Investment companies, companies with complicated tax laws (property development, used goods, partial VAT-deductions) or companies requiring more work than usual may necessitate a higher base fee than usual.</p> <p>Our Routine -package includes 30 minutes for consulting and communication each month, and our Fair -package 60 minutes. Additional time may be billed as hourly work.</p> <p>A financial statement and corporate tax declaration are included in monthly fees, if the whole year has been done by Accounting Agency Mesiperä. If accounting is continued mid-financial year, an extra fee of c. 8% of usual monthly fees may be levied for each month done by another party.</p>			

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Event fees, salaries and Fennoa-extras	
Voucher	2€ per item
Bank or cash events entered by hand	1€ per event
Scanning fee for invoices scanned from the post box or scanning email	1€ per item (Fennoa)
Sales invoices or salaries sent by paper mail to Finland	1€ per item (Fennoa)
Sales invoices sent by paper mail abroad	2€ per item (Fennoa)
Digital signatures	1,6€ per signature (Fennoa)
Salary slips	20€ per slip, price from
Integration with another software on Fennoa's end – also check for possible fees at the other end	29€ per month (Fennoa)
Dormant month software fee, no feature for purchase e-invoices.	10€ per month (Fennoa)
Dormant month software fee, with feature for purchase e-invoices.	35€ per month (Fennoa)
<p>A voucher is a sales or purchase invoice, as well as one trip on a travel invoice.</p> <p>Sales reports from external systems are normally counted as one voucher. Credit card invoices as well as individual purchase receipts are each counted as one voucher.</p> <p>Special vouchers, such as reports from investment portal, purchase contracts of several pages or other such can, at the accounting agency's discretion, be counted as several vouchers, depending on the level of work needed.</p> <p>The fee for pay slips is for usual pay slips, which include vacation salary reservations, fringe benefits are easy to calculate, and the salary is paid to a person generally tax liable in Finland. A usual amount of advice and consultation is included in the fee.</p> <p>Pay slips demanding more work, importation of work time records or more detailed collective work agreement consultation are billed according to a separate agreement.</p> <p>A bank or cash event entered by hand (PDF- or paper account statement, Holvi-statement, foreign banks, cash register etc.) is one row on these statements.</p> <p>If accounting is not done monthly, only a software fee is levied for dormant months, and one base fee + other fees for the whole period.</p>	

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Starting fees	
Normal starting fee	129€
Optional opening of a scanning service post box and email	60€
Extra consultation at start	Billed by the hour
Extra clearing up after previous accounting	Billed by the hour
<p>The starting fee includes opening the company in Fennoa with the feature of receiving e-invoices, training in the use of Fennoa, entering of old accounts as well as other normal starting procedures.</p> <p>We recommend using e-invoices for purchases, but in case you do not wish to have this, subtract 60€ from the starting fee.</p> <p>The usual starting fee is based on the premise, that there is a balance breakdown of good quality available. Any extra clearing work is billed by the hour, if no quality breakdown is available.</p> <p>If accounting is continued mid-fiscal year, the first part of the year must be properly done, and it can be subject to a perfunctory check.</p>	

Starting a company	
Private trader (FIN: "toiminimi")	90€
Ltd, Limited partnership or General partnership	165€
Cooperative or association	240€
<p>Starting procedures include c. an hour of consultation, as well as filling necessary forms.</p> <p>Unusual procedures, such as permits for non-ETA residents or non-standard articles of association are with hourly billing.</p> <p>Fees do not include PRH or other official fees.</p>	