

CIRCULAR



Subject: Xero Accounting Software Offer

Date: 9th November 2021

Document ID: 03, 2021-22

From: Natalie Couch, Administration Manager
Ph: 9287 5592 (Office Hours Mon to Fri, 8.30am to 5pm)
Email: ncouch@wafc.com.au

Audience: Club Committees, Board

Summary: The League and Digitbooks are supporting clubs to manage their finances through the Xero accounting platform.	Action: Clubs wishing to use Xero are required to complete the online <u>Discovery Tool</u>
--	--

The League is currently supporting 31 clubs to use Xero Accounting. Setup and subscription for an additional 10 clubs have been budgeted for this financial year. This offer is not available to probationary clubs and special member clubs.

The League will assist new clubs utilising this club development initiative by paying:

- The one-off fee of \$497 to set-up of Xero at your club.
- The annual Xero subscription fee up to \$510.
- 52 weeks technical support over email and telephone for Club Committees.

Where a club seeks to engage Digitbooks for additional assistance outside the scope of this arrangement, e.g. bringing in past year's historical transactions, setting up other add-ons or payment services, additional training, setting up payroll for employees - is outside of this scope and Digitbooks will engage and charge the club separately.

XERO SETUP

Digitbooks will –	Clubs will –
<ul style="list-style-type: none">• collect and review information about your club.• check your organisation details with ABR.• set up Xero as a clean setup as at your start of financial year, or review the setup if you are already on Xero.• set up an invoice template with your logo and details.• set up your club bank accounts in Xero.• connect the bank feeds (<i>so that transactions appear in automatically Xero each day</i>).• import your transactions for each bank account, from the start date in Xero.• enter your conversion balances.• provide a standardised Chart of Accounts.• provide a training session after setup to help you use Xero effectively.	<ul style="list-style-type: none">• complete the Digitbooks <u>Discovery Tool</u>.• provide bank statements, receipts and supporting documents to get you set up.• provide access to your existing accounting system (if required).• answer any questions as they come up to get the setup complete.• Use and work within the Chart of Accounts provided.

UNLIMITED XERO SUPPORT

Digitbooks will –	Clubs will –
<ul style="list-style-type: none">• provide email and phone support during business hours.• answer questions on how to use Xero.• provide general advice on Xero.• access your Xero account, to help us answer questions.	<ul style="list-style-type: none">• manage it's bookkeeping, payroll and any tax compliance reporting.• action the items that we discuss in providing support to you.• keep us on as an Advisor on your Xero account so that we can best help you.• use and work within the Chart of Accounts provided.

Things you need to know –

- Xero is being setup as a 'clean slate' as at the new financial year.
- Additional support outside of the above scope for things including but not limited to - bringing in past year's historical transactions, setting up other add-ons or payment services, additional training, setting up payroll for employees - is outside of this scope and Digitbooks will engage and charge the club separately.
- The Xero Standard Business Plan subscription is covered by the League, and any changes to the subscription are to be made in writing to the League and Digitbooks.
- During the off-season, your subscription will be reduced to the basic plan. If this is not adequate, please advise.

Register to use Xero

Clubs wishing to use Xero provided by the League are required to complete the online [Discovery Tool](#).