

bacchus
advisory

SERVICES PROPOSAL

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Level 2, Suite 9
56 Bowman Street
Pyrmont NSW 2009

7 January
2025

Please double check phone number and 'Level 2, Suite 9' look ok, as when pdf'd the top of the phone number looks slightly chopped off and the bottom of 'Level 2, Suite 9'. Thank you

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PRO

OUTSOURCED CFO SERVICES

PREPARED FOR

Abc Limited

BY

Nick Bartik, Director, Bacchus Advisory

Nick Bartik will be the Bacchus Advisory Director responsible for your affairs. Should Nick not be available, your alternate contact will be Lisa Maletta.



NICHOLAS BARTIK

Nick Bartik, CA, CTA, Director

Nick has been a Chartered Accountant for 20 years. He specialises in complex tax matters, international tax and business valuations.

Nick advises a number of significant clients, including Australia's third largest privately held technology company.



LISA MALETTA

**Lisa Maletta, CA, Director
Financial Reporting and CFO Services**

Lisa has been a Chartered Accountant for 20 years and manages a portfolio of corporate clients.

She provides strategic advice, outsourced CFO and tax services to ASX Listed Companies.

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SCOPE

29 April 2025

[insert name]

[insert company name]

Via email:

Dear [salutation],

PROPOSAL FOR ADVISORY SERVICES

We are delighted to submit our proposal to Airteam Group for the provision of advisory services. Based on our discussions with you we have been asked to provide the following proposal:

Our main objective is to provide you with:

- An independent review of your business forecasts and plans using xero data and Futrli Predict software to assist with making business decisions with confidence
- Comfort & certainty to allow you to reward/draw an appropriate dividend based on the forecasted future cashflows of the business (3 months of expenses kept in cash)
- We will do this by working with Brenda and using Futrli predict cashflow forecasting tool and providing you reports and meetings on an agreed schedule.

Our scope includes:

- Initial needs analysis and client "deep dive," including understanding and incorporating your current tools and plans into the software package.
- Futrli configuration and xero linking, (including input of budgets and forecasts prepared internally). Including calls and meetings as required.
- Provision of training to Brenda in Futrli Product.
- Quarterly Cashflow forecast reports to be provided, with alternative scenarios available. Quarterly meetings (F2F or MS Teams) to discuss the reports.
- All calls/emails in respect of the project (except where part of agreed out of scope services)

Agreed out of scope services include:

- Bookkeeping or data input and reconciliation services (Brenda responsibility)
- Tax and accountancy services provided under our earlier engagement letter
- Additional meetings, additional scenarios or adjustments requested after meetings and subsequent reissuance of reports

Acceptance

I have read this proposal and I am pleased to accept the terms and conditions set out herein and attached.

CFO Services

Accepted

Onboarding
Weekly meetings
Monthly meetings
Appendix 4D
Appendix 4E
Audit committee meetings
Ad-hoc attendances

☐
☐
☐
☐
☐
☐
☐

Payroll Services

Accepted

Weekly payroll
Monthly payroll

☐
☐

Signed:

Name:

Director

Director

Date:

On acceptance we will send you our engagement letter.

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