**BUSINESS PROPOSAL**

*Accounting services includes: preparation of Financial Statements, Tax Reports, Reports to the Committee of Statistics and preparation of Management Accounting Reports*

**Work Scope**

1. Daily accounting services:

* Cash assets accounting
* Fixed assets (FA) and intangible assets (IA) accounting
* Inventory accounting
* Accounting of settlements with accountable persons
* Accounts receivable (AR) and accounts payable (AP) accounting
* Prepaid expenses accounting
* Labour expenses accounting
* Incomes and expenses accounting
* Budgetary payments accounting (calculation of accruals for taxes, levies and other compulsory payments to the budget (PIT, social taxes, social expenditures, mandatory social medicine insurance and etc.)

1. Work with residents and foreign parties, which are related to a company’s accounting (agreements payments monitoring, reconciliation acts, requests for source documents, etc.)
2. Human Resources management (preparation of employment contracts, financial liability agreements, staff-list, time and attendance records, orders, etc.)
3. Preparation and execution of payment orders through a bank-client system (with an agreement)
4. Preparation of Tax reports
5. Sending tax forms to the Department of Revenues by IS SONO and receiving notice letters that tax liabilities are represented on the personal account of the taxpayer
6. Weekly monitoring of the personal account of the taxpayer (tax arrears, tax overpayment, etc.)
7. Preparation of Financial statements (Balance sheet, Income Statement, Cash Flow statement)
8. Preparation and sending reports to the Committee of Statistics
9. Preparation and sending reports to National Bank (by demand)
10. Preparation of management accounting reporting(by demand)
11. Company representation in the tax authorities and tax audit support
12. Periodic provision of information about current status of accounting and tax accounting to the senior management

**Price**

**70 000 tenge per month**

**Working process organization**

**Current practice assumes remote outsourcing. We are also open for discussion of the most appropriate approach for your Company.**