

Overview of financial accounting services

Basic package:

The basic package includes the following services:

- Digital document posting with online access (SmartLogin)
- Electronic transfer of bank bookings
- Monthly booking rhythm
- Open item accounting
- Asset accounting
- Accruals and deferrals during the year (for balance sheet preparers)
- Transmission of the advance VAT return / VAT return
- Monthly / quarterly evaluations by email / company online:
 - *Executive overview*
 - *Short-term income statement with prior-year comparison (BWA)*
 - *Advance sales tax return*
 - *Totals and balances list*
 - *Open item list*
 - *Notification of anomalies by email*
 - *Controlling report*
- Use of company online (incl. cash register and banking program)
- Clarification of questions in connection with financial accounting (max. 30 min per month)
- Audit-proof archiving of financial accounting data in the DATEV data center

Additional services Financial accounting:

- Shorter booking cycle
 - *fortnightly*
 - *weekly*
 - *daily*
- Sorting documents
- Scanning receipts
- Cost accounting
- Short-term completion, order management via company online (incl. invoicing)

further additional services:

- Set-up of digital voucher booking incl. company online on site (scanning, set-up SmartLogin, introduction of document management, cash register, bank)
- Data transfer from the previous consultant (Datev accounting) Further calculation of DATEV fees
- Data transfer from external accounting per hour
- Optimization of data transfer from CRM, merchandise management, etc.
- Setting up dunning procedures
- Provision of DATEV accounting software (local or client ASP)
- Dunning
- Statistical reports
- Financial accounting hotline (telephone help with all financial accounting questions)
- Preparation of monthly financial statements
- Monthly reporting within the Group
- Quarterly reporting to banks
- Quarterly meeting with the tax consultant
- Autumn meeting with the tax consultant
- Industry evaluations
- Accounting and evaluations in English
- Dispatch service for loose-leaf binders

Our general terms and conditions apply.

Overview of payroll accounting services

Basic package:

The basic package includes the following services:

- Preparation of payroll accounting for your employees
- Management of your employees' annual salary accounts
- Keeping the annual payroll journal
- Electronic transmission of wage tax declarations
- Electronic transmission of contribution statements to the health insurance funds
- Transmission of the annual remuneration report for social insurance
- Preparation of payment instructions for wage and salary payments, tax office, health insurance companies, Company pension scheme, capital-forming benefits
- Creation of a posting list for financial accounting
- Audit-proof archiving of payroll data
- Use of company online (preliminary wage recording / evaluations)
- Use of the digital personnel file

Employee-related fringe benefits:

- Special settlements
- Immediate messages
- Applications for AAG / continued payment of wages
- Registration and deregistration
- Employees online
- Direct dispatch to employees
- Mailing to employers
- Keeping vacation statistics / overtime / absences

additional client-related services:

- Calculation of vacation accrual (HR / StR)
- Wage hotline (telephone help with all questions about wages)
- Monthly trial invoice in advance
- Billing and evaluations in English

Further additional services

- Clarification of questions in connection with payroll accounting
- Initial setup of payroll accounting
- Initial setup of master data for new employees
- Immediate notification of new employees
- Processing of wage garnishments
- Support and advice during payroll tax audits
- Support and advice on social security audits, artists' social security fund, Employer's liability insurance association and customs
- Initial application for short-time allowance (KuG)
- Follow-up application KuG
- Determination of monthly target/actual hours for KuG application
- Notifications from the Artists' Social Security Fund
- Processing questionnaires for statistical purposes
- Completing certificates and applications
- Initial setup of cost centers for payroll accounting
- Advance call-off
- Repeat payroll accounting for individual employees at the instigation of the client
- Notification Employer's Liability Insurance Association
- Notification of severely disabled levy
- Wage archive DVD
- Travel expense accounting on the basis of statutory flat rates and, if applicable, individual travel guidelines
- Support in the search for employees
- Simulation of wage increases
- Simulation of design alternatives
- Conversion of net wages to gross wages and employer charges
- Comparison of remuneration alternatives for new hires
- Company pension scheme
- Wage optimization
- Other consulting services

*Personnel report

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Performance overview for the preparation of the income statement

Basic package:

The basic package includes the following services:

- Income statement
- Explanatory report on the EÜR
- Statement of accounts
- Value added tax return
- EÜR attachment for the income tax return
- Audit-proof archiving of financial statement accounting data

Additional services:

- Declaration on the separate and uniform determination of tax bases
- Trade tax return
- Year-end meeting
- Accounting preparation by the law firm
- Urgent completion within one month / within 14 days
- On-site meeting
- Evening appointment
- Report in English
- Final report by email
- Invoice by post instead of email

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Overview of services for the preparation of annual financial statements (balance sheet)

Basic package:

The basic package includes the following services:

- Balance sheet
- Profit and loss account
- Schedule of fixed assets
- Explanatory report
- Statement of accounts for the balance sheet and income statement
- Value added tax return
- Trade tax return
- Submitting the e-balance sheet to the tax office
- Annex G for the income tax return
- Audit-proof archiving of financial statement accounting data
- Review of tax assessments

Additional services:

- Corporate income tax return
- Declaration of assessment (GuE)
- Trade tax apportionment
- Appendix
- Management report
- Draft shareholders' minutes
- Disclosure / filing in the Federal Gazette (corporations)
- Development of capital accounts (partnerships)
- Pausibility assessment
- Preparation of a tax balance sheet / tax reconciliation statement
- Special balance sheets
- Supplementary balance sheets
- Consolidation of individual financial statements
- Year-end meeting
- Balance sheet analysis and presentation
- Preparation of the annual financial statements in January
- Submission of documents before 30.06.
- Urgent completion
- On-site meeting
- Evening appointment
- Report in English
- Final report by email

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Overview of services for the preparation of your income tax return

Basic package:

The basic package includes the following services:

- Preparation of income tax returns including special expenses (e.g. insurance, donations)
- Handyman services
- Extraordinary expenses (e.g. medical expenses)
- Children system
- Examination of alternative forms of investment for spouses
- DATEV my taxes (digital transmission and storage option for tax-relevant data)
- Electronic transmission of the tax return to the tax office

Additional services:

- Annex N (employees)
- Annex R (pensioner)
- Annex V (Letting and leasing)
- Initial registration of rental property
- Increased expenses due to vacation property
- Annex KAP (investment income)
- Other (sale of land, investments, etc.)
- Determination of profit from private sales transactions
- Examination of tax assessment notice
- Urgent completion
- On-site meeting
- Evaluations in English

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Further consulting services:
(not an exhaustive list, just contact us)

Taxes:

- Support during tax audits by the tax office or pension insurance companies
- Application for deadline extensions, deferrals, installment payments
- Submission of legal remedies (appeals)
- Tax forecasts
- Consultations on voluntary disclosure
- Applications for non-assessment notices
- Tax advice on gifts and inheritances
- Preparation of inheritance tax and gift tax returns
- Accompaniment to the notary or lawyer
- Examination of tax assessments
- Preparation of asset statements
- Application for income tax reduction
- Change of income tax class

**Management consulting,
consulting for private individuals:**

- Business start-up advice (e.g. choice of legal form, planning calculations, support in setting up a business) business plan etc.)
- Choice of legal form
- Advice on company expansions
- Advice on conversions
- Advice on investment decisions
- Preparation of business plans (e.g. profitability and liquidity plans)
- Controlling during the year
- Sector comparison analyses
- Support in discussions with banks
- Preparation of interim financial statements
- Tax simulation calculation
- Real estate purchase, valuation, procurement of standard land values
- Succession advice / company transfer
- Advice on the purchase and sale of companies
- Private wealth planning