

# Accounting of Business Activities

## Accounting services of companies and partnerships

**IFAS offers complex services in the scope of accounting of share-holding companies and partnerships in accordance with the Polish Accounting Standards as well as with IAS/IFRS. The accounting service is based on the knowledge, commitment and expertise of our specialists who constantly widen their professional knowledge.**

## Keeping the books

- Preparing the opening balance of the books
- Keeping records of documents in books
- Register of Fixed Assets and Intangible Assets
- Register of Sales and Purchases for the Value Added Tax purposes
- Calculating the current liabilities on account of Corporate Income Tax and preparing VAT declarations
- Preparing Annual Financial Statements in accordance with the provisions of the Accounting Act
- Preparing annual tax returns
- Preparing Central Statistical Office(GUS) declarations and filing them to the GUS
- Periodically reporting financial results to the client including the current settlements of receivables and liabilities
- Closing the books
- Accounting of a company under the liquidation process
- Archiving of accounting documents

## Revenue and expense ledger for tax purposes

- Bookkeeping of documents in the revenue and expense ledger for tax purposes,
- Calculating advance payments for income tax,
- Registering of property, plant and equipment,
- Preparing annual tax calculations and filing them to the proper governmental bodies,
- Registering documentation and calculations for the Social Security (ZUS Przedsiębiorcy),
- Advisory in the choice of form of taxation for the following financial years,
- Founding as well as liquidating of the business activity.

## HR and Payroll services

- calculation of remuneration and preparing payroll,
- preparing ZUS (Polish Social Security) calculations,
- calculating advance payments for the income tax PIT,
- preparing declarations such as PIT-11, PIT-4R, PIT 40, PIT 8AR, ZUS IWA
- BHP (work safety) training and documentation,
- Monitoring of validity of medical examinations,
- Preparing and administering of personal files
- Preparing Employment Contracts, civil-law contracts and documents related to the termination of employment contract
- Registering of remuneration files and social security files in electronic form
- Registering, deregistering and informing about changes in employees' and partners' and payees to ZUS
- Running files related to mandatory leave from job and setting of timeframe and limits for annual leaves,
- Registering other absences at work,
- Issuing statements on employment,
- Issuing statements on incomes, statements for bailiffs
- Preparing information for the Central Statistical Office
- Settling of dues in HR and payroll



## Management Accounting and Supplementary Services

- preparing management reports in the form decided on by the Client,
- nonstandard reporting in accordance with guidelines of owners or the Group,
- preparing budgets, assisting at the budgeting process (balance sheet, Profit and Loss Account, Cash Flow, others)
- interpreting economic events in the client's company with respect to taxation,
- Preparing Accounting Policy for the Company and the Company's Chart of Accounts.

## Systems

The basic tool for our work to provide accounting services of business activities is the financial system Symfonia ERP used jointly with additional modules. We have been constantly utilising this software for several years. In the scope of running the HR and payroll module we also use the software by Streamsoft.

## Communication with the Client

In order to meet expectations of our clients we offer a safe access to online systems, thanks to which our client has a full access to financial data and documents of their company. Additionally, these systems allow for:

- Issuing invoices and sending these invoices to the contractors,
- Bank transfers,
- Creating own reports in Excel,
- Access to data from any place in the world.

Thanks to the application of IT technologies we can invite for co-operation any clients from all over the world. Co-operation with us and modern solutions which we may utilize allow for optimization of processes in any company.

## Contact us:

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