

Accounting services of the AHK

processing of the
current
documentation

salary accounting

tax advice

preparation of
annual account

monthly closing of
accounts

invoicing and
preparation of
shipping documents

reporting to state bodies of the Russian Federation (Federal Tax
Service, Pension Fund, Social Insurance Fund, Rosstat)

Individual approach to support your company's
activities

Comprehensive accounting and tax services

Accounting and reporting

- accounting for income/expenses, generating financial results;
- accounting for fixed assets, intangible assets, and cash;
- calculation of taxes;
- preparation of quarterly accounting reports, statistical reports, tax returns and reports;
- interaction with tax authorities;
- development of accounting policy

HR-management

- current HR-management;
- registration of foreign employees;
- creation of local normative documents on personnel records management

Business services

- maintaining settlement and currency accounts;
- registration of primary documents

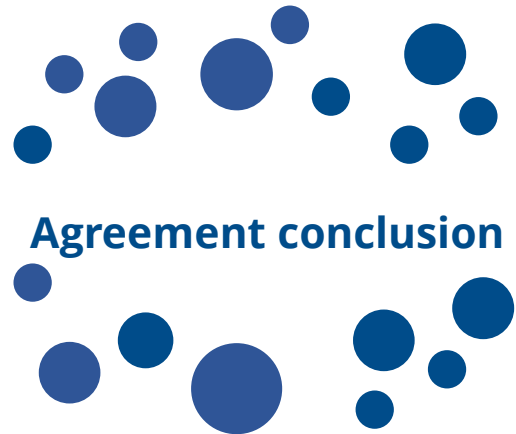
Salary

- payroll and vacation payments;
- calculation of taxes and insurance premiums;
- distribution of payment lists to employees

Consulting

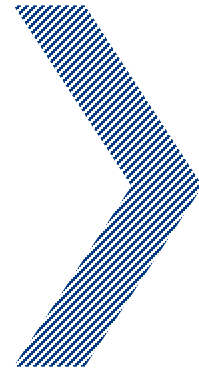
tax consulting and contract analysis

Accounting and tax accounting



Agreement conclusion

Maximum detail



Setting up
accounting

Transfer of accounting documentation
Working meeting: presentation of
contact persons, list of recipients of
corporate reports, information
exchange procedure
Setting up the 1C programm



Bookkeeping

Accounting and reporting
Business services
Consulting
Salary
HR-management

Accounting and tax accounting

Communication within the project takes place directly with the accountant who leads the project

