



YUMUL DATOR AND ASSOCIATES

Certified Public Accountants

OUTSOURCED SERVICE OFFERINGS

Your Total Business Partner Outsourced Business Formation

- Assistance in securing government registration/permits/licenses from local government units and other state regulatory bodies(P 5,000 to 10,000 net of applicable taxes)
- Assistance in designing forms, systems and procedures(min P 20,000)
- Tax and financial planning consultancy services(min 20,000)

Outsourced Business Processes

- Bookkeeping (P 9,000 for Sole, P 10,500 net for Corp/Partnership)
 - ✓ General ledger maintenance
 - ✓ Subsidiary ledger maintenance of selected accounts such as on investments, borrowings, property and equipment, etc.
 - ✓ Generation of receivables and payables registers
- Payroll preparation(P15,000-20,000)
 - ✓ Time keeping services
 - ✓ Generation of payroll registers with or without accompanying accounting entries
 - ✓ Printing of payslips
 - ✓ Preparation of payment advice to payroll crediting bank
 - ✓ Monitoring of cash advances and other loan repayments to third parties such as with SSS, HDMF and loan-granting banks
 - ✓ Retirement/separation pay calculations
- Bank reconciliation and account monitoring services on a regular basis(P 5,000 – 10,000 net of applicable taxes)

Outsourced Reportorial Services(min. 15,000)

- Preparation and analysis of financial reports monthly/quarterly/annual
 - ✓ In-house
 - ✓ Audited
 - ✓ Special reports for board of directors' and shareholders' meeting
 - ✓ Budget performance
- Statutory compliance reporting and remittance (if applicable)
- Certification of contributions and/or loan repayments

Outsourced Tax Compliance Reporting and Remittance(P 8,500- 10,000)

- Preparation, filing and payment of periodic tax returns
- National internal revenue taxes
- Local taxes
- Preparation and filing of periodic tax reports as required by pertinent revenue regulations and memoranda

Compilation of Financial Information- CPA accredited (15 000 net of applicable taxes)

- Assistance in the compilation of financial information; such as collecting, classifying and summarizing information in relation to preparation of financial statements to be submitted for external audit.

Outsourced Internal Audit& Operation Audit (min 30,000)