

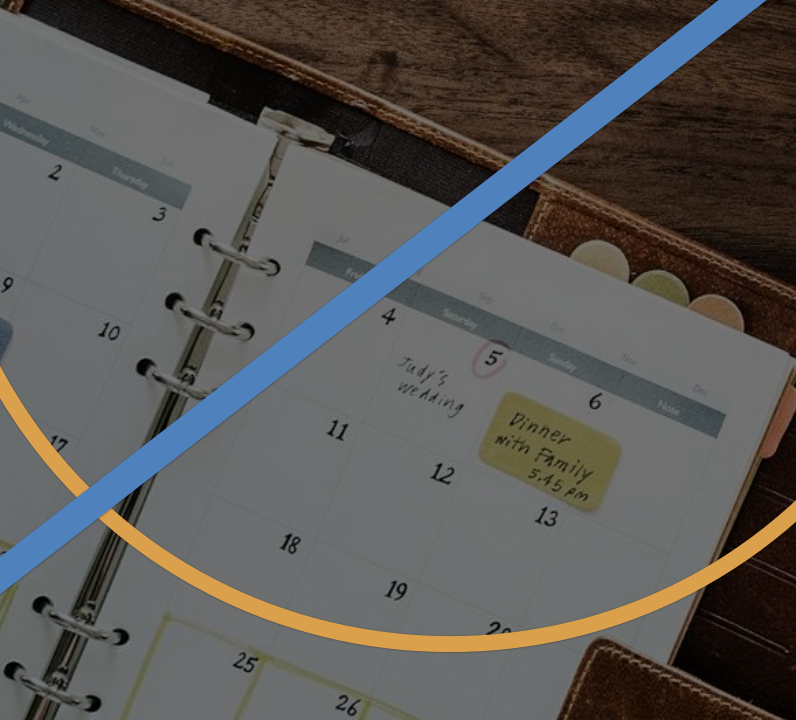


# ALL-IN-ONE SOLUTIONS

IN THE AREA OF

**BOOK-KEEPING, TAX, INTERIM MANAGEMENT,  
ECONOMIC ANALYSIS AND LEGAL ISSUES FOR  
PRIVATE BUSINESS**

# OUTSOURCING, WHICH WILL TAKE YOU TO A NEW LEVEL



	M	T	W	T	F	S	S
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

# THE BK+ CONCEPT IS THE FOLLOWING:



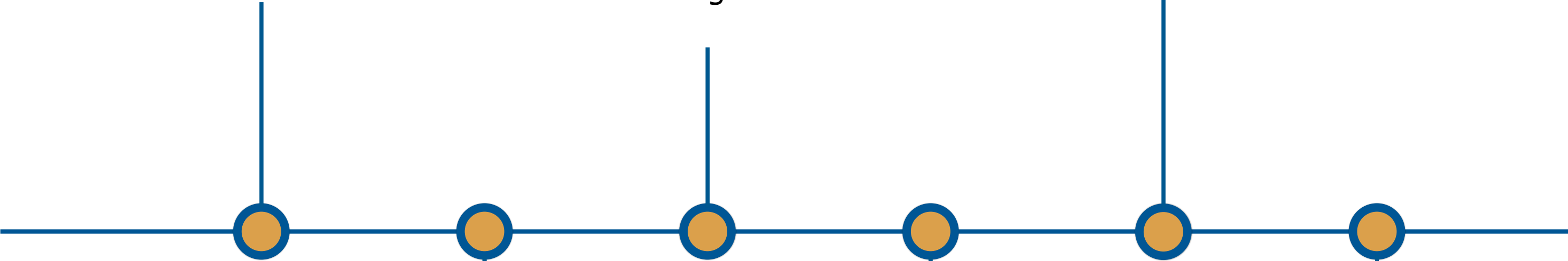
Subsidiary of the largest auditing firm since 2009



Partners came from international law and auditing firms



Offices in Moscow, Volgograd (in Sochi to come in the nearest future)



Certified auditors



ACCA (DipIFR) certificates



Certified professional accountants

## ABILITY

to focus on the main profitable business shifting the concerns of costly back-office to specially trained people

## REDUCING

the risk of recognising the fact of interdependence on the grounds of a single control centre within distributed business groups. As a result, that reduces tax risks

**WHAT DOES AN  
OUTSOURCING  
COMPANY  
ENGAGEMENT  
PROVIDE YOU  
WITH?**

## GROWTH

ability to quickly open new business areas without the need to increase the number of administrative staff and office spaces

## OPTIMISATION

of paying for the back office and conversion of fixed costs for these goals into variable ones (on demand). Reducing time on making investment decisions

# IN-HOUSE STAFF



Is it really much-needed?

# STAFF PROFESSIONALS: PROS AND CONS



A staff professional is nearby, it can always be called immediately and that ensures the operational efficiency of work



Working under an employment agreement, it is the member of your team



It has no other work or issues, except the matters of the company for which it works. As a rule, it knows business specifics better



It directly depends on the employer, therefore, as a rule, it will not argue with the manager or defend another point of view



Information does not go outside the company



It requires an organised workplace, paid legal systems and other hardware; a room for keeping the operational documentation is also indispensable



It is entitled to social security, including sickness benefit and paid leave



It may not be held financially liable for errors in its work



It does not have the ability to work on a narrow focus, as it maintains several accounting sections simultaneously



It may not be fired based on insufficient qualifications without additional costs



Full-time equivalents are taken into account when calculating the right to an income tax benefit.

# 8



# MAJOR BENEFITS OF OUTSOURCING

# 1 SAVING

No costs for wages, taxes, social packages, hardware for workplaces, installation and updating of accounting and legal software, staff development, subscription to specialised literature, etc.

SUBSTANTIAL FINANCIAL SAVINGS AS THERE IS NO IN-HOUSE STAFF

# 2 LIABILITY

We are financially liable for the provided services and unlike the full-time accountants and other employees, should our guilt be proved, we will be able to compensate for the damage.

YOU SHIFT THE LIABILITY FOR ERRORS IN WORK TO AN OUTSOURCING COMPANY

# 3 QUALITY

An outsourcing company works according to the accounting service standards accepted in international practice. The company professionals have qualification certificates of professional accountants or auditors; they constantly improve their qualifications and undergo mandatory annual appraisal. A high level of practical knowledge of the professionals is achieved by working with various industries, a large number of companies and situations.

STABLE RESULT EVEN IN THE MOST UNUSUAL SITUATIONS

# 4 HUMAN FACTOR

An outsourcing and management company does not get sick or go on vacation. There is no negative impact on the business of other personal force-majeure circumstances of the employees. These circumstances will not slow down the fulfilment of work, as a team of interchangeable professionals works on your assignment, which also eliminates the risk of errors of any individual employee.

OTHER PEOPLE'S PERSONAL CIRCUMSTANCES NO LONGER AFFECT YOUR BUSINESS



# 5 RISKS

The cost of outsourcing company services is always substantially lower than the cost of maintaining and eliminating the errors of staff employees, probable legal costs for asserting its own rights, fines and sanctions imposed by state fiscal and regulatory authorities, as well as claims from third parties

→ SMART PEOPLE DON'T PAY TWICE

# 6 EFFICIENCY

A large amount of similar work helps an outsourcing company and management to create technologies, which significantly optimise labour and increase the efficiency from each spent unit of working time

→ SPEED AND RELIABILITY ARE A SEQUENCE HIGHER THAN WITH REGULAR STAFF

# 7 FOCUSING

There is no need to recruit, adapt, manage, motivate, train, or conduct personnel records management; finally, there is no need to dismiss external employees, compared to full-time employees, especially CEO

→ ABILITY TO REDUCE OR EFFECTIVELY REGROUP THE EXISTING STAFF; AND ABILITY TO FOCUS ON MORE IMPORTANT TASKS FOR THE STAFF EMPLOYEES AND MANAGERS

# 8 INTEREST INTERMEDIATION

If the nature of service involves communicating with third parties, including tax and other government authorities or auditors, then, you will receive a reliable and professional representative on behalf of an outsourcing and management company

→ CONFIDENT, COMPETENT AND ACCREDITED PROTECTION OF YOUR INTERESTS

**Book-keeping and tax services for large and medium-sized enterprises**

**Book-keeping and tax services for foreign representative offices and branches**

**ACCOUNTING  
OUTSOURCING  
PRACTICE  
SERVICES**

**Interim management services**

**Legal services for all**

# FOR MEDIUM-SIZED AND LARGE ENTERPRISES

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Drawing up consolidated accounting and management accounting reports



Monitoring the correctness of accounting and tax reporting preparation



Support during tax audits; assistance in relationship with auditors



Conducting separate sections of accounting (calculating payroll, settlements with reportable persons, accounting of fixed assets and intangible assets, accounting of inventories, accounting of income, etc.)



Testing candidates for positions of accountants and chief accountants, appraisal of enterprise accounting department employees



Temporary conduct of book-keeping and tax accounting, and also provision of professionals for specific types of work



Advisory services on book-keeping and tax accounting



Development of techniques and internal regulation documents related to organisation of the document flow of individual financial and economic operations



Arrangement and carrying out inventory verification; audit and internal investigation services



Maintaining personnel records and personnel records management



**FOR FOREIGN  
REPRESENTATIVE OFFICES  
AND BRANCHES**

Conducting book-keeping and tax accounting (including the preparation of source documents), as well as management accounting in an agreed format

Preparation and filing of accounting, tax and statistical reporting

Calculation of taxes and levies, and preparation of tax returns

Reconstruction and establishment of book-keeping

Calculation of payroll area, preparation of reports for state authorities regarding charges and payroll taxes

Validation of book-keeping and tax accounting correct conduct

Support during tax audits

Provision of consulting services in book-keeping and management accounting and taxation, as well as rendering legal services

Arrangement of personnel record management and drawing up local regulatory legal acts in the field of occupational safety and health

Testing candidates for the positions of accountant or chief accountant

# INTERIM MANAGEMENT AND REPRESENTATION SERVICES





representation at the level of the parent Company



management of the subsidiary in full compliance with the policies and rules of the head office



monitoring compliance with the regulatory requirements and timely notification of the parent company about such requirements



proactive notification of the Client about legislative changes and adjustment of the necessary documentation



representation of the Company in the government and supervisory bodies, including the Federal Tax Service, the Federal Antimonopoly Service of Russia, Prosecutor Office etc.



compilation of the Company's operating budget;



timely submission of mandatory reports/statements and payment of taxes and other mandatory payments



arrangement of uninterrupted document flow and control over the Company's documents safety



interaction with external counterparties (auditors, counterparties on transactions, etc.);





The main staff of accounting professionals is located in Volgograd, which allows keeping costs low



Required volumes of additional consultations are charged according to hourly rates



The main volume of work is charged based on a fixed amount per month

**БК**

**TAXES · ACCOUNTING ·  
ITERIM MANAGEMENT  
· LAW ·**



Additional consultations by those who are already fully apprised of the client's situation usually require less hours of work, and their quality is higher than that of third-party firms



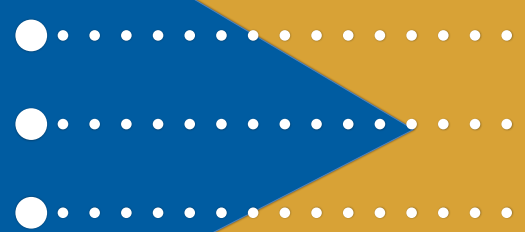
Each client has a dedicated manager in Moscow, available every day during working hours. That allows us to provide high-quality services and reduce the costs of our clients.



Business support in many aspects of its activities, provision of advice on tax and legal issues, troubles shooting, corporate governance, as well as the issues of international law and taxation



on scope  
on time  
on budget



in agreed scope  
at the agreed time  
at an agreed price



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