



Solutions  
are our  
business



# WHAT MAKES US STAND OUT?

1

## **Our pro-active consulting approach**

You can expect us to pro-actively approach you and to point out possible issues or potential opportunities and risks to you.

2

## **Our expertise**

You can expect us to assist you with top professional expertise. Our employees are much more qualified than those of our competitors. More than 10% of our employees are qualified tax advisors or auditors. In addition, we have a large pool of payroll accountants and certified management accountants.

3

## **Our language**

You can expect us to advise you. This means that we will propose comprehensible solutions to you and not leave you alone with complex meaningless statements.

4

## **Our speed**

We will provide you with an initial response within 24 hours. This is our guarantee!



Expect more.

# Tax.

## Tax Compliance

- Advice on all tax issues
- Representation vis-à-vis the tax authorities
- Tax offence risk management
- Implementation of tax compliance systems
- Preparation of expert opinions
- Preparation of tax returns

## Accounting and group taxation law

- Tax planning, advice concerning legal form
- Optimisation of utilisation of loss carryforwards
- Transfer pricing
- Corporate restructuring
- Group taxation

## Tax counsel

- Advice and support regarding tax audits
- Representation in appellate proceedings
- Tax rulings

## Value added tax

- VAT reviews and manuals
- Optimisation of service relationships
- Fiscal unit
- Optimisation of input VAT and tax refund proceedings
- Inhouse training
- Registration for VAT purposes in Austria and abroad

## International tax law

- Transfer pricing and documentation
- Taxation of permanent establishments
- Optimisation of withholding tax(es)
- Expat advice
- Prevention of international double taxation
- Advice on DTT issues
- Advance pricing arrangements

# Accounting.

## On-site support

- Support in times of shortage of staff
- Bookkeeping
- Monthly, quarterly and annual financial statements
- Budgeting

## Bookkeeping

- Handling of the entire bookkeeping
- Payment transactions/dunning
- Notifications (advance VAT returns, recapitulative statements, chamber contribution, Austrian Central Bank (OeNB), FMA, ...)
- Reporting according to group policies

## Digitisation of your bookkeeping

- Scanning and electronic filing of your paper vouchers
- Exchange of electronic documents via a communication platform
- Archiving of your documents in an audit-proof archive
- 24/7 accessibility to your documents and bookkeeping
- Process optimisation by means of interfaces

## Organisation of your accounting administration

- Health check of your finance and accounting system
- Establishing an efficient system of procedures and vouchers
- Optimisation through partial outsourcing
- Staff training

## Annual financial statements

- Preparation of annual financial statements in accordance with the Austrian Business Code (UGB)/Banking Act (BWG), IFRSs/US GAAP
- Advice on all accounting issues
- On-site support
- Compliance with disclosure requirements

## Consolidated financial statements

- On-site support
- Migration to IFRSs / US GAAP
- Preparation of consolidated financial statements
- Special advice (initial consolidation or deconsolidation, etc.)

## HR & Payroll.

### Full-service payroll accounting

- All modules are also accessible online via the web portal 24/7
- Payroll accounting
- Travel expense claims with approval workflow
- Leave/absence administration with approval workflow
- Recording of working time
- Electronic HR file
- Pay slip archive for your staff
- Administration of collective bargaining agreements, internal or plant agreements, individual employment agreements, attachments, priority notices, etc.
- Discharge of all notification and filing obligations
- Processing of all payment transactions via an escrow account or e-banking files
- HR reports (including for groups of companies)
- Bookkeeping vouchers, cost centre analyses, etc. (including in electronic format)
- Provisions for staff
- Payroll accounting for expatriates and inpatriates

### Consultancy services

- Labour and employment law
- Payroll tax law
- Social security law
- Inhouse seminars on payroll topics
- Executives training with regard to HR topics
- Payroll checks
- Support and advice regarding payroll tax audits
- Representation in appellate proceedings
- Optimisation of HR costs
- Support in specific projects
- HR Newsletter - always up to date

### Policies / Contracts

- Drafting of policies (travel expenses, company cars, etc.)
- Preparation of (employment) contracts, internal or plant agreements
- Optimised exit packages

## Audit and assurance services.

### Audits

- in accordance with Austrian and international standards
- Statutory audits of annual/consolidated financial statements
- Voluntary audits of annual financial statements
- Audits of foundations
- Audits under the law of associations as a statutory auditor

### Other engagements

- Review of financial statements
- Audit of packages according to group audit instructions
- Corporate law audits
- Formation audits, restructuring audits, spin-off audits
- Audits under the law of associations as an external auditor
- Special audits according to the Austrian Stock Corporations Act (AktG)
- Financial management audits
- Assurance engagements in connection with
  - favourable treatment of donations or research funding
  - Austrian Donation Certificate (Spendengütesiegel)
  - compliance with contractual provisions
  - internal control systems, other systems and processes
  - other
- Component audits (e.g. payroll audits)

### Other services

- Outsourcing der internen Revision
- Outsourcing of internal audits
- Due diligence reviews
- Tax - Accounting - Payroll
- Opinions on accounting issues
- Agreed upon procedures in connection with
  - grant approvals (e.g. of various EU grants)
  - covenants
  - confirmation of collective treaties
  - turnover-based rents
  - turnover/sales agreements and target agreements
  - other

# Trust is built between people.



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