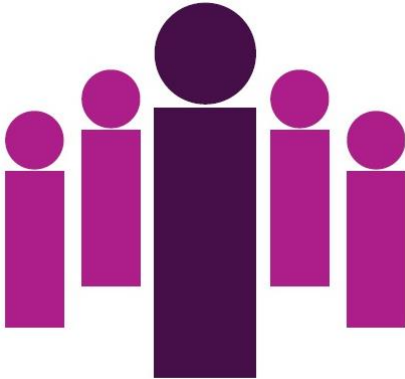


## Accounting services

Accounting Service department  
UHY Yans - Audit

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### SEVICES:

**FINANTIAL AND TAX  
ACCOUNTING**

**PERSONNEL RECORD-KEEPING  
AND CALCULATION OF PAYROLL**

**PREPARATION AND SUBMISSION  
OF FINANCIAL STATEMENTS AND  
TAX REPORTING**

**CREATION OF AN ELECTRONIC  
DOCUMENT ARCHIVE**

**RECOVERY OF FINANTIAL AND  
TAX ACCOUNTING**

### ABOUT THE FIRM

UHY Yans-Audit is a Russian corporate group **founded in 2000** and an independent member of the **UHY International network** of audit and accounting firms.

According to the Expert RA ratings agency, our firm is a market leader and one of Russia's **25** largest audit and consulting companies by revenue. Among our credentials is the provision of accounting services to a number of large corporations including Skolkovo Technopark.

### OUR TEAM

More than **70 professionals** work at our firm. Accounting services are provided through the efforts of 22 accountants, of whom:

- 12 employees hold a **professional accountant's certificate or audit certificate**;
- all lead specialists have experience working as a chief accountant or auditor from 5 to 20 years.

### WHY CHOOSE US

- we take pride in the quality of our services, and we regularly carry out internal accounting quality reviews (analogous to audit procedures) for the companies that we service. Proof of this is:
  - ✓ compliance with International Standards of Quality Control adopted by IFAC (ISQC1), **ISO 9001:2015** certificate;
- you will work with a personal accounting expert who knows all the nuances of your firm;
  - ✓ we are completely ready to take on all functions of the accounting service;
  - ✓ we deal with all technical issues;
  - ✓ support for 1C and its servicing;
  - ✓ electronic submission of reporting;
  - ✓ creation of an electronic document archive;
  - ✓ desk audits and reconciliation with counterparties, etc.;
- all accounting data is always available to the Client (24-hour remote access to the database);
- for contentious issues we engage specialists from other departments (lawyers, tax consultants, auditors);
- we provide the Client with all necessary information for management decision-making.



You focus on  
business -  
we'll handle the  
accounting!



## FINANCIAL AND TAX ACCOUNTING

We offer several accounting packages depending on the size and complexity of the Client's business, and also the specific aspects of its operations:

- **Minimal;**
- **Business;**
- **Maximum.**

All packages include financial and tax accounting in accordance with Russian legislation, with the compilation and submission of reporting in electronic form. All packages also include the areas of payroll and personnel.

Accounts are kept using 1C software. Depending on the size of the business and the Client's wishes, the accounting package may additionally include:

- ✓ preparation of source documents;
- ✓ client-bank management (without payment authorization);
- ✓ calculation of data for issuing invoices;
- ✓ accounting and tax evaluation of documents;
- ✓ keeping an electronic and hard-copy archive;
- ✓ preparation of management reports in accordance with the client's in-house requirements;
- ✓ representation of interests with the tax authorities;
- ✓ conduct of desk audits and cross audits;
- ✓ reconciliation with counterparties, etc.

## PERSONNEL RECORD-KEEPING AND CALCULATION OF PAYROLL

- ✓ full personnel record-keeping, with the preparation of all necessary orders and statements for signing (hiring, dismissal, transfer to a different workplace, change of salary);
- ✓ calculation of payroll (for time worked, vacation, sick leave, business travel, overtime, etc.);
- ✓ preparation of timesheets and all settlement documents;
- ✓ calculation of insurance premiums;
- ✓ records of shift/rotation work;
- ✓ preparation of quarterly reporting on insurance premiums to the Social Insurance Fund and Pension Fund of Russia (personalized records and RSV-1 forms).

## PREPARATION AND SUBMISSION OF FINANCIAL STATEMENTS AND TAX REPORTING

Reporting is prepared for individuals and legal entities on the basis of data provided by the Client. This service involves the submission of the Client's reporting electronically, as follows:

- a signed and stamped reporting package is received from the Client in hard copy and simultaneously as a file with the reporting data;
- an electronic file is created on the basis of the signed and stamped reporting package;
- the file is certified with the electronic digital signature of the taxpayer's authorized representative;
- the file with the reporting data is sent electronically to the Tax Inspectorate, state extra budgetary funds, and also the federal State Statistics Service through the Operator;
- supporting documents on the receipt and processing of data certified by the EDS of the state authorities are received electronically.



**DENIS K. ROMANENKO**  
Director of Accounting  
Service department

Member in good standing of the Institute of Professional Accountants and Auditors of Russia; three post-secondary degrees (economics, legal, technical), and more than 15 years of practical experience as a chief accountant and financial director in complex major companies. Oversees the work of the accounting services line of business in the firm.

### CREATION OF AN ELECTRONIC DOCUMENT ARCHIVE

In 2012 we developed and put into operation an extension for 1C **Accountancy for the creation of bar codes and storage of source documents.**

The purpose of creating this system is to **automate the process of preparing, processing, monitoring and storing accounting documents** for organizations with widely-dispersed divisions.

**The system allows the following objectives to be achieved:**

- ✓ ensure control over the return of signed documents from counterparties, and also increasing the quality and speed of their review;
- ✓ provide a fast and convenient way to search for documents and print copies without accessing the hard-copy archive;
- ✓ ensure prompt entry of incoming documents;
- ✓ support the simple, fast and convenient transfer of scans of documents to a centralized accounts department;
- ✓ provide for the automatic linking of an electronic item in the 1C database with the scan of this document;
- ✓ provide the capability for several geographically remote divisions of the company to simultaneously work with the electronic archive in real time;
- ✓ automate the preparation of copies of documents for audit, the tax authorities, the courts, etc.

### RECOVERY OF FINANCIAL AND TAX ACCOUNTING

Our accountants and auditors will carry out a sequence of measures to correct errors committed in financial and tax accounting. They will quickly and professionally help you to recover data for a particular period, and to prepare and submit corrected financial and tax reporting to the tax inspectorate. Accounting recovery is performed in several stages:

- initial analysis of available documents and accounting data, performance of a stock take;
- identification of missing documentation, discrepancies between accounting software data and source documents, review of whether tax payments were correctly calculated;
- entry of missing data in the accounting system, preparation of missing documents, creation or adjustment of accounting registers and reporting, submission of corrected financial and tax reporting forms.

### OUR PRICES

- The cost of keeping accounts is usually determined based on the number of entries made;
- Fees for preparation of documents depends on the quantity;
- The cost of payroll calculations and personnel recordkeeping depends on the number of employees.

The exact fees for our services can be learned by completing a questionnaire, which is available on request.



### UHY YANS-AUDIT

1, 8 Marta str. Building 12, block 3  
Business center "TRIO" 4<sup>th</sup> floor  
Phone: +7 (495) 103 10 51  
+7 (495) 103 10 52  
Email: yans@uhy-yans.ru



Our knowledge and experience stands ready to protect your business!



**SATISFIED CLIENTS INCLUDE:**



**LLC HEM**

(supplier of a wide range of modern supplies and laboratory equipment for medical institutions)



**LLC «KIDZ ENTERTAINMENT»**

(intellectual property agency, including for The Masha and the Bear brand)



**LLC ZOOMLION Capital Rus**

(major producer of construction equipment for Russia)



**CJSC «Hidral Rus»**

(supplier of elevators and cargo equipment)



**CJSC EUROKOMMERZ CF**

(major factoring company in Russia)



**LLC ELSMED Healthcare Solutions**

(major supplier of medical goods and medical equipment).



**LLC 1 GEOLAB**

(seismic data processing services)

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