



# Bookkeeping and Payroll Services

KPMG AAS d.o.o. Beograd



[kpmg.rs](http://kpmg.rs)

# Why KPMG?



## Local experts with international know-how

- Local and international experience
- Knowledge sharing within our global international network of specialists
- High data confidentiality and security on both a local and international level



## Tailor-made solutions

- Solutions adapted to your specific needs:
  - Flexible service scope
  - Cross functional, multidisciplinary services
  - Process redesign / transformation at start up
- Regular sharing of information, timely communication
- Minimizing your administrative burden



## Customer-oriented Services

- One single point of contact
- Response within 24 to 48 hours
- Proactive and creative approach to solving tasks
- Saving your time to focus on your core business



## Strong bookkeeping and payroll experience

- Our professionals operate for clients from various sectors
- Our clients are both international and national companies with different complex bookkeeping, payroll, tax and legal requirements
- Experience in dealing with the relevant authorities
- We ensure bookkeeping and payroll compliance on your behalf



## Stability and Transparency

- Stable client teams
- Close cooperation within the KPMG teams
- High quality of output is ensured
- No surprises



## High Complexity

- Significant experience in handling “low” to “high” complexity engagements across all service lines
- Multidisciplinary approach – we provide solutions, not just services
- We bring value to clients
- Ad-hoc advice is available at all times

Today's complex economic environment requires that you get the most out of your finance and payroll functions – simply meeting statutory requirements is no longer sufficient.

### **Your performance is our top priority**

Our Bookkeeping and Payroll Services Department can provide you with specially tailored services that meet your needs and your budget.

#### **Whether you:**

- need to reduce costs,
- wish to improve the quality of your accounting information,
- need to fill the sudden absence of a key staff member,
- require specific skills and advice,
- would like more management information from your accounting, or
- wish to reduce risk,

we can help you make the most of your finance and payroll functions and help you run your business better.

### **Your partner, not just a provider**

KPMG is one of the leading companies on the Serbian market, and our Bookkeeping and Payroll Services Department is dedicated to providing customer- focused financial management and payroll accounting services, as well as related advisory services. We provide quality services leaving our clients with peace of mind.

With KPMG, you can be assured that our goal is to be more than simply a service provider – we aim to be a partner that responds proactively to your needs. Many companies cannot imagine entrusting sensitive business processes to an outside organisation, but we work to develop relationships and trust as if our team members were your own employees, at both the operational and managerial levels, so you can turn to us at any time with whatever issue you face.

### **Focus on your particular needs**

We take a pro-active approach with all our clients: although our work can be easily grouped into types, we do not provide standardized services but rather adapt our services to meet our clients needs and requirements. So whether you require accounting supervision one day per month or large-scale outsourcing services, our services can be targeted to accommodate your needs.

### **The skills you need**

Our employees have a thorough understanding of accounting, tax, commercial and labor law, and are capable of undertaking all types of bookkeeping and payroll-related tasks. We are one of the few companies on the market that can rightly claim to be not simply bookkeepers, but, in conjunction with our tax and financial advisory departments, we can be your trusted business advisor in all aspects of your business.

KPMG also allows you to benefit from the skills and knowledge of the global network of KPMG member firms.

# Our Services

- Statutory bookkeeping
- Financial statement preparation
- Accounting supervision
- Accounting - related advisory

**COMPLIANCE**



**FINANCIAL  
ACCOUNTING**

- Management reports preparation
- Development of reporting packages
- Forecasting and budgeting
- Improvement of internal procedures
- Financial performance analysis

**PERFORMANCE**



**MANAGEMENT  
REPORTING**

- Payroll services for employees and executive
- Payroll review services
- Payroll - related advisory
- Payroll accounting

**CONFIDENTIALITY**



**PAYROLL  
OUTSOURCING**

- Corporate secretarial work
- Travel order for business trips
- Statistical reporting
- Invoice preparation
- Payment order preparation

**EFFICIENCY**



**ADMINISTRATIVE  
SUPPORT**

# We are offering the following services:

## Financial Accounting

Our financial accounting services include statutory financial accounting, preparation of tax returns, preparation of the Serbian National Bank reports (if required), statistic reporting to relevant authorities and preparation of annual accounts and the notes thereto.

Outsourcing the financial accounting function can be done in whole or in part, and is carried out with exactly the right combination of human resources, specialist processes and technology to serve you most effectively. For groups of companies we offer integrated support, including preparation of consolidated accounts.

We can liaise with your external auditor to enable the timely preparation of financial statements and the notes thereto, interface with the tax authorities in respect of day-to-day issues or tax inspections, and we guide you through all types of formalities, with respect to tax prepayments, tax withholdings and value-added tax.

## Payroll Outsourcing

Our payroll team can provide you with full range of services in this area, including full payroll for all your employees and “executive payroll” services that entail added discretion in relation to the salaries of your top management.

Our service of payroll reporting includes the following:

- Registration and deregistration new employees for social security purposes
- Submission of information required to update the profile of your employees for social security purposes
- Calculation of each employee’s monthly payroll, including tax, social security contributions, sick leave, etc.
- Preparation of a monthly payslip for each employee
- Preparation and submission of tax returns and other reports with relevant authorities

Our payroll services include calculation of payroll for domestic and expatriate employees. We can also assist with the process of obtaining of work permits, registration of employees with the relevant local institutions, drafting internal acts, preparation of labor contracts, etc.

# We are offering the following services:

## Management Reporting

Our management reporting services build upon the financial accounting function and are designed to help you extract the information you need from your bookkeeping function.

We can help you with all aspects of management reporting, including the development of an appropriate management reporting package (including GAAP adjustments, depending on the reporting standard), preparation of monthly or periodic management accounts and assistance during budgeting and planning. Additionally, we can assist you with a periodic analysis of your performance and can help you analyze/improve your internal processes and procedures.

## Administrative Support

We provide a wide range of administrative support services, including the preparation of payment orders, preparation of travel expense claims, invoice preparation, corporate secretarial services, communication with relevant authorities and auditors etc.

# Multidisciplinary support and possible additional services

## Tax Services

- Tax planning and general advisory services on CIT, VAT and other taxes,
- Transfer pricing services: preparation of statutory transfer pricing documentation, support businesses to develop and implement economically supported transfer prices, document the policies and outcomes, respond to tax authority challenges
- Tax advice on contract matters
- Expert advice on tax implications of different transactions
- Communication with different authorities: Tax Administration, Ministry of Finance, National Bank etc.
- Telephone hot desk for basic queries

## Legal Services

- Legal advice
- Immigration
- Proceedings, representing the company in any mediation proceedings before the Court or Social Authorities
- Litigation
- Subrogation processes: mergers, acquisitions, etc.
- Collective agreements: analysis, strategy, negotiation, etc.
- Legal advice on contract matters
- Administrative litigation
- Labor inspections

## Tax Services – Global Mobility Services

- Tax Return preparation for expatriates or local employees
- Departure or arrival meetings in order to explain the main tax implications arising from the assignment
- Cost analysis of expatriation
- Tax reconciliations
- Tax benefits and exemptions
- Analysis of the implications applicable to payments in cash and/or in kind
- Any other services related to taxation of individuals
- Tax advisory services
- Design, implementation and administration of flexible remuneration schemes

## Additional HR services

- Contracts (drafting and/or review of employment contracts)
- Drafting an employee handbook and other internal acts
- Support for resolving complex HR issues
- Preparing forms in case of accident and illness of an employee
- Support in preparing the work certificate
- Any kind of requests in relation to finance or/and payroll



Contact us

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