

Virtual CFO and Outsourcing Services



OUR SERVICES



Virtual CFO
Services



Business Makeover



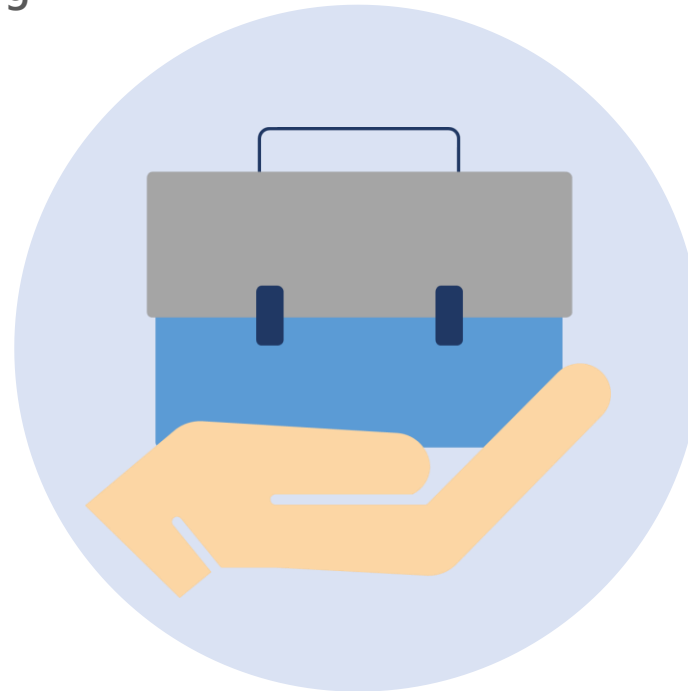
Finance and Accounting
(F&A) services



Tax Return
Preparation Services



Legal services



Call Center
Outsourcing
Services



Business Process
redesigning &
Outsourcing
Services



Call Center Outsourcing Services



Call Center Outsourcing Services

We provide a wide range of accounting services to CA's, CEO's, Business heads, CMD's of Small, Mid to large Size Businesses. You can see an increase in the revenue for yourself because we provide time-efficient, critically-examined results that can help you in building your business for a longer run.

With our deep financial expertise, we help you manage your finance function effectively right from putting in place the best financial strategy, funding arrangements to operational aspects like book keeping, compliance, incorporation and set-up services.

Our part-time virtual CFO services cover the following key areas of financial management:



Budgets & Forecasting



Cash Flow Management



KPI
(Key Performance Indicators) Analysis



Financial Analysis & Modelling




Financing



Special Projects



Working with Professionals
(CPA, Banker, Attorney Etc.)



Finance and Accounting (F&A) services



Procure to Pay Services



Sourcing

- › Vendor Management
- › Negotiations & Contracting
- › Day-to-day Purchasing
- › Catalog Management
- › Requisition Management
- › PO Processing & Helpdesk
- › P Card Administration
- › Master Data Management including Vendor, Item, and Material Master Maintenance



Invoice Processing & Helpdesk

- › Scanning, Indexing, and Coding
- › E-invoicing
- › Invoice Posting
- › Refund Claims reporting
- › Employee Claims (expense reimbursements)
- › Vendor Helpdesk
- › Payment Run
- › Disbursements
- › Discounting
- › Month-end Accruals and Taxation
- › Withholding Taxes



Reporting & Compliances

- › Cost Savings Tracking
- › Contract and Regulatory Compliance
- › Month-end Accruals and Reporting
- › Spend Analytics and MIS
- › GST and TDS, Tax filings
- › PF, ESI and social security filings
- › Payroll and salary processing, employee taxation
- › Incentives, refunds filings
- › Management audit and compliance advisory

Order to Cash

a

Contract & Order Management and Customer Master

- » Contract Preparation & Compliance
- » Catalog Management
- » Order Entry, Review and Release
- » Order Tracking & Validation
- » Distribution Coordination
- » Inventory Management
- » Customer Database Management

b

Credit Control and Invoicing

- » Credit Analysis and Review
- » Credit Appraisal and Credit Limit Management
- » Billing & Invoice Adjustments
- » Discounts & Allowances
- » Tax Accounting

c

Accounts Receivable and Collections

- » Collection Processing
- » Collection Applications
- » Unallocated Payments and Exceptions Handling
- » Collection Reconciliation
- » Bank Liaison
- » Discounts
- » Loyalty Program Management
- » Dunning Letters & Payment Follow-up
- » DSO Management
- » Bad Debts Provisioning
- » Legal Coordination for Recovery Proceedings
- » Collection Reporting & Analysis

d

Reporting / Analysis

- » Sales Trend Analysis
- » Revenue Forecasts
- » Cash Management
- » Budgeting and Planning
- » Month-end Reporting

Record to Report

a

General Ledger Accounting

- » Journal Entries
- » Reclassifications
- » Pre-payment and Adjustments Entries
- » Period End Accrual Entries
- » Inter-company Transactions Accounting
- » Reconciliations

b

Fixed Assets

- » Recording of Additions, Disposals, Sale, and Transfers
- » Review & Capitalize Work-in-progress
- » Depreciation Run and Posting

c

Period Closing & Reporting

- » Reconcile and Close Sub-ledgers
- » Review Accruals

- » Foreign Exchange Revaluation Run
- » Tally Inter-company
- » Post Final Adjustment Journal Entries
- » Trial Balance Generation
- » Release Periodic Income Statements and Balance Sheet
- » Statutory Reporting
- » On demand / One-off Reports
- » Income Tax Filings, Handling Compliances, and Accounting

d

Treasury

- » Cash Management & Forecasting
- » Bank Reconciliations
- » Analysis and Reporting for Hedging
- » Debt Management and Reporting

e

Other Services

- » Financial Planning and Analysis
- » Management Reporting
- » Budgeting and Analysis
- » XBRL Tagging & Filing
- » Setup the accounting policies and procedures
- » Tax preparation & Advisory
- » Project management
- » Budgeting
- » Compliance
- » Secretarial
- » Ind-AS, US GAAP & IFRS Reporting
- » Reconciliation of intercompany transactions

Payroll processing services

- » Calculating Paychecks and Tax Obligations based on Employee Time Sheets
- » Providing Management Reports
- » Employee Self-service Features
- » Time off Tracking, Pay Master
- » Tax Liability
- » Labor Allocation
- » Accrual Balances
- » Payroll Tax Reporting
- » Pay Register
- » Department Summary
- » Job Costing
- » Workers Comp
- » Year-end Processes



Reconciliation services

- *Bank Reconciliation*
 - Periodic reconciliation of your bank statements with your internal financial records
 - Reconciliation of your General Ledger with vendor invoice
 - Full and Partial reconciliation
- *Account reconciliation*
 - Reconciliation of internal accounting records with bank statements
 - Reconciliation of vendor account statements against bank statements
 - Full & Partial Reconcilement
 - Ledger reconciliation with vendor invoices
 - Paid checks matched against the issued check list
 - Other tailored reconciliation processes as relevant in your case



Monthly Compliance Services

- Responsible for Statutory compliance under all applicable laws including Companies Act, Income Tax Act, GST etc.
- Responsible for periodic (as required) E-TDS returns, GST returns, Indian Pension fund filing, and any other filings/reporting's as may be required for effective operations of the companies as and when required
- Assisting the management in coordinating with the auditors for statutory audit process for both the units including addressing audit queries/observations under the guidance of Head office management team
- Support and undertake as necessary direct and indirect tax audit requirements for both entities.

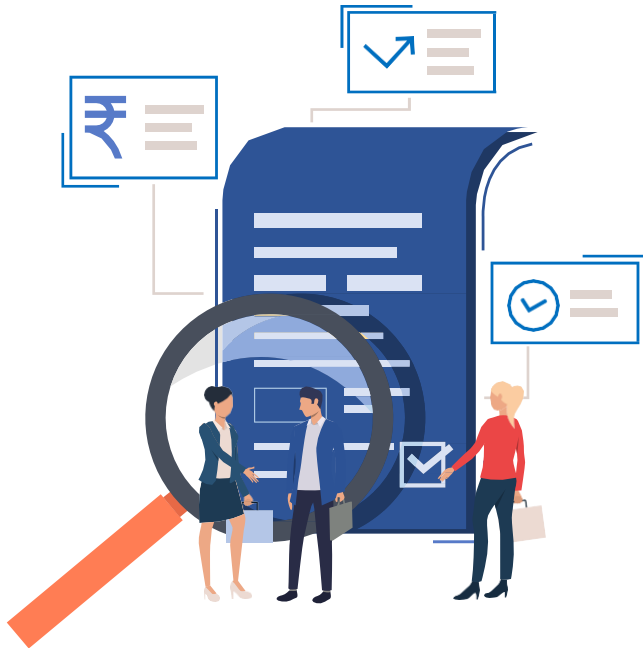


MIS Reports:

- » Daily / weekly reports covering
 - Sales
 - Purchase
 - Inventory
 - Resource
 - Receivables
 - Payables
 - Fund status
- » Monthly performance reports, including analysis as per agreed KPIs
- » Budget Vs Actual performance reports
- » Assistance in automation of dashboards and reports
- » Reporting for the board



Audit Assistance



- » Liaison with the audit team for requirement understanding and query resolution

- » Compliance with applicable accounting standards – US GAAP, Ind-AS, IFRS

- » Preparation of books, balance sheet, profit and loss, schedules and notes

- » Internal controls checks and compliance

- » Tax computation, ESOP computation, Compliance checks

How our F&A service works:

1. Setting You Up For Services:

- ✓ SBC onboarding team conducts a thorough assessment of your accounting needs
- ✓ The team develops a written plan to improve efficiencies and ensure all parties are on the same page and all wheels are equally greased.
- ✓ The team of accounting experts will begin optimizing your accounting system ; automating and integrating with other financial systems (banks, credit cards); and developing a procedures manual defining each task to be performed.
- ✓ We then assign you a dedicated team of bookkeepers, staff accountant and accounting manager, who work together as a team from our service center.
- ✓ Your local based team will be dedicated to YOUR business — you'll work with the same team each week.
- ✓ Your interactions with your team will be based on the services you select, but here is a brief explanation of how your team handles your bookkeeping and accounting needs from our service center

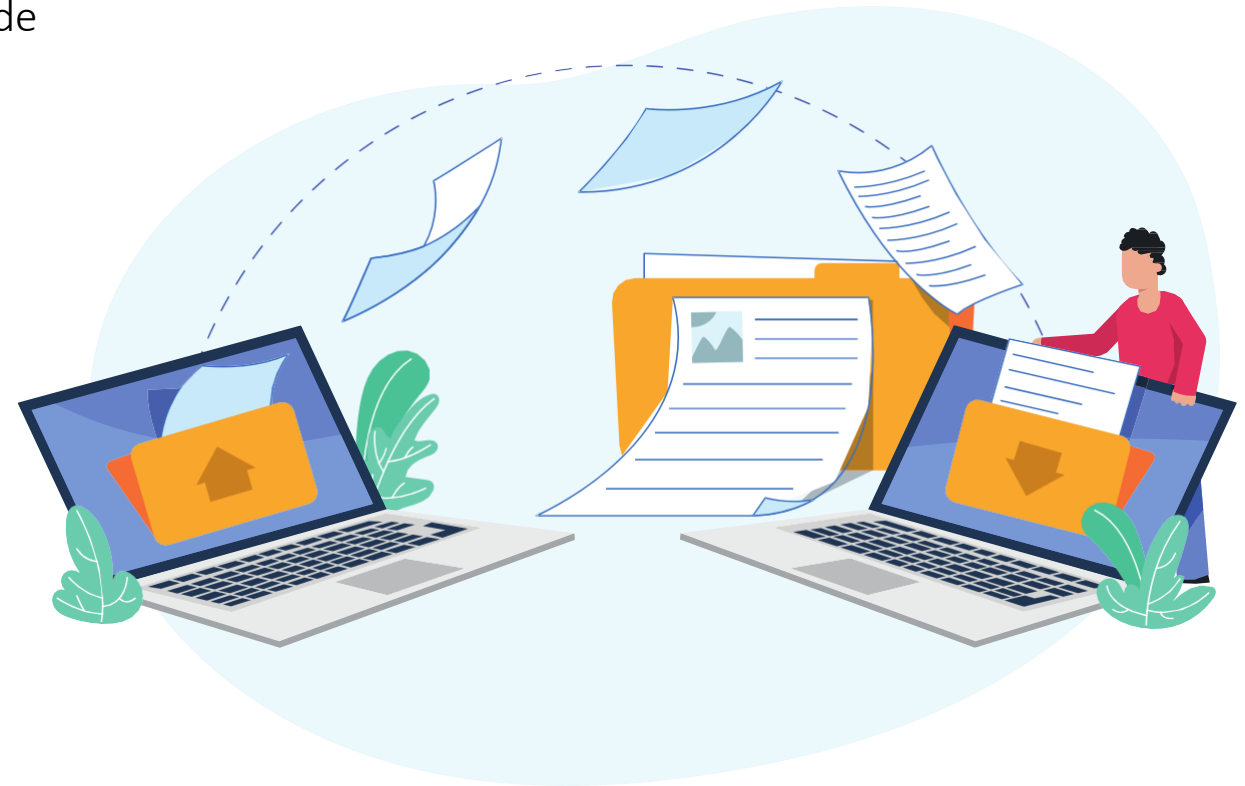


How our F&A service works:

2. Sending Us Your Documents and Data:

You can set up bills to come directly to us to streamline processing, or you can scan and upload/fax/mail or provide data access privileges to us for your:

- Vendor Bills
- Payments
- Bank Statements
- Credit Card Statements
- Receipts
- Time Sheets
- Expense Reports
- Additional Documents



How our F&A service works:



3. Doing the Work - How we Perform Your work:

We process your Accounts Receivable, Accounts Payable, Bank Reconciliations, Payroll, Sales Tax, Income tax and all of your bookkeeping needs on a daily/weekly/monthly basis and we automate bank and credit card downloads.



4. Getting Financial Information to Grow Your Business:

We'll create specialized reports based on your industry and business needs and we'll schedule a monthly comprehensive telephone review to go over your month-end financials.



Tax Return Preparation services



TAX RETURN PREPARATION SERVICES



FORM 1040

INDIVIDUALS



FORM 1041

FIDUCIARIES



FORM 1065

PARTNERSHIPS



FORM 1120

CORPORATIONS (REGULAR)



FORM 1120S

CORPORATIONS
(SUBCHAPTER-S)



**NON-PROFIT, ESTATES &
GIFT TAX**



Legal and contract review Services





MANAGED DOCUMENT REVIEW

Document review and analysis for regulatory and internal investigations, litigations, and compliance reviews.



CONTRACTS

Review, analysis, abstraction, negotiation, and consulting across multiple agreement types and industries.



M&A

Due diligence and related support for mergers and acquisitions, spin-offs, divestitures, and corporate restructurings.



COMPLIANCE

Customized program design and support to help comply with regulatory requirements or internal policies.



LEGAL OPERATIONS

Strategic planning and execution for companies intent on running their legal departments like a business.



LEGAL SPEND MANAGEMENT

Invoice review programs to monitor compliance with billing guidelines and develop meaningful legal spend analytics.



BUSINESS PROCESS OUTSOURCING SERVICES



1 Inbound/out bound Business Process Outsourcing

Services This service helps client to ensure that we can respond efficiently and appropriately, to customer queries/sales calls, feedback, surveys, and other activities, which would lead to success in their sales and acquisition strategies, thus leading to revenue generation

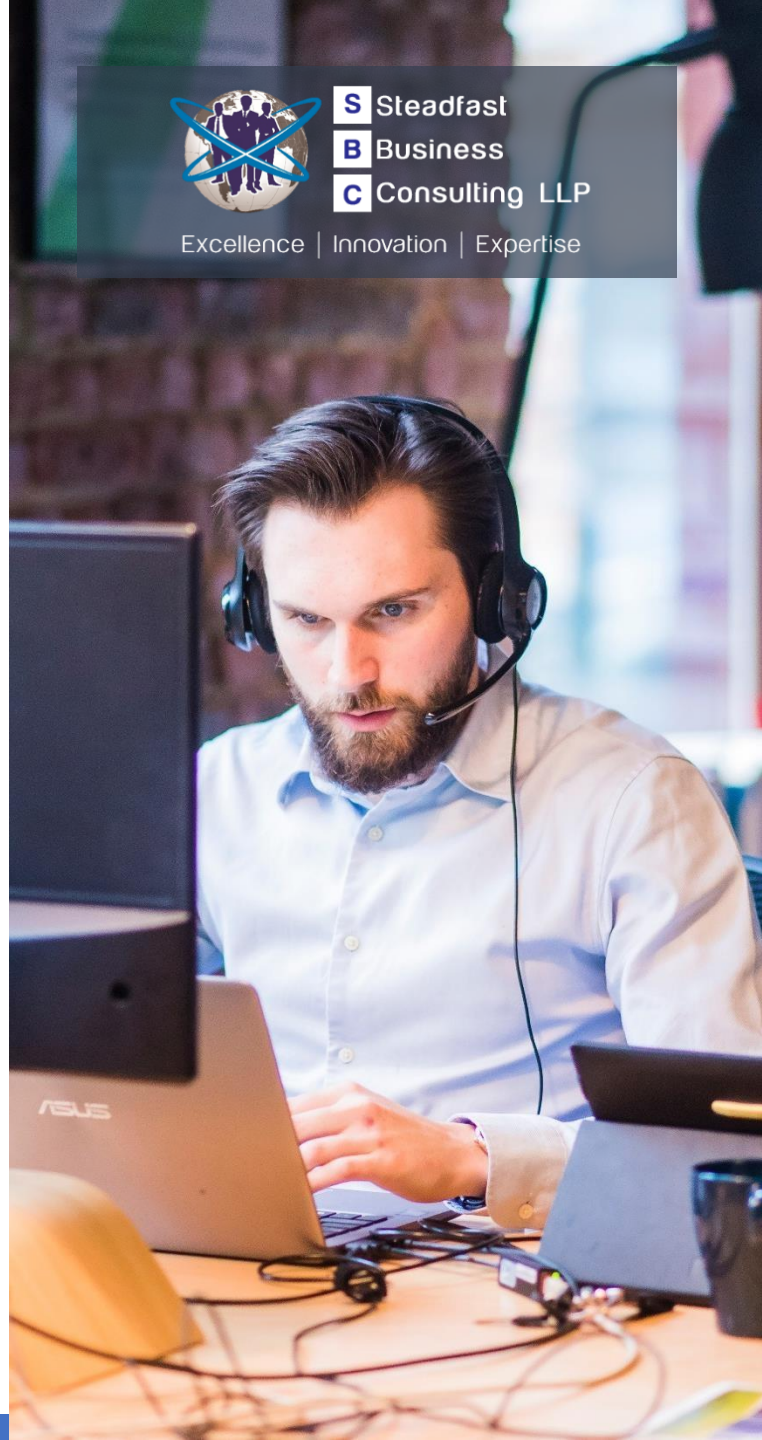
2 Order Management Services

The entire order process from quote to fulfillment requires optimization from the organization's perspective. Efficient order management results in cost efficiency, speedy and on-time fulfillment, increase in customer satisfaction, reduced occurrence of errors, generation of actionable insights, and educated decision-making.



S Steadfast
B Business
C Consulting LLP

Excellence | Innovation | Expertise



3 Customer care center

Customer care offerings include customized customer service, after sales support, revenue management and order processing services, among others. With our comprehensive inbound and outbound customer care support, email management, live chat and mobile SMS/text support, we address all the needs of your customers and enhance your brand value by implementing your Customer Relationship Management strategy, by functioning as a seamless extension of your business.

4 Post Sales Support

Our experienced and skilled staff can provide email support pertaining to various domains such as product queries, After sales queries, Information queries, Shipment information etc



BUSINESS MAKEVOER



How does this benefit you

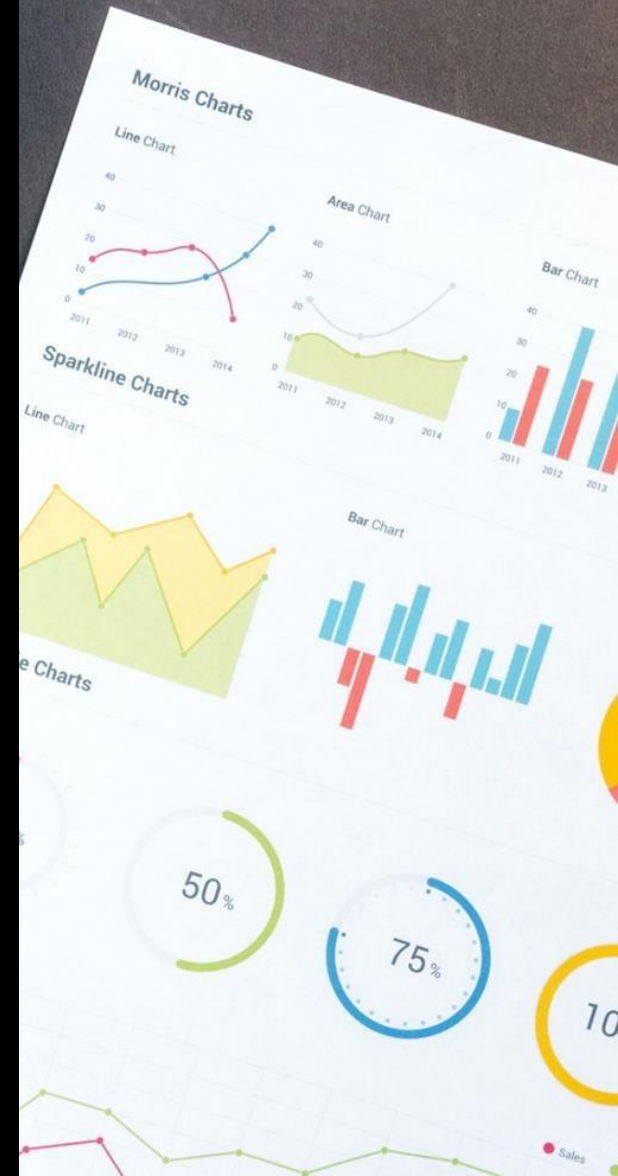
Our Business makeover Services help our clients transform into a performance driven, self-sustained organization by identifying their strengths, weaknesses, opportunities and threats (SWOT analysis) and building guiding principles adapting to the same.

We can assistance in below situations

- 01.  Buy / Lease
- 02.  In house production/ Out source
- 03.  Procurement models
- 04.  Make/ buy
- 05.  Hire / Out source



BUSINESS PROCESS REDESIGNING SERVICES





A peek at the frauds occurring in businesses reveals that they occur primarily due to absence of good controls in the business processes that govern operations. Conversely, a very tightly controlled process runs the risk of inefficiency due to bottlenecks. It is, hence, very critical to define business process that maintains a good balance between controls and efficiency. We help you design & implement business processes that are scalable to growth in operations and has a good balance of internal controls and smoothness of operations – helping reduce inefficiencies

How
does this
benefit
you



WHY SBC?

- ✓ 24*7 seamless support without downtime
- ✓ Qualified and trained team of professionals
- ✓ Dedicated SPOC for any query resolution
- ✓ Reduced administrative and accounting expenses while ensuring optimum quality
- ✓ Access to reconciled accounting records to take business decision
- ✓ Enhanced control on finances of the business
- ✓ Tested streamlined procedures using automated reporting and other reconciliation online tools
- ✓ GST and other tax compliances handled effectively
- ✓ Monitoring the transactions with internal checks on daily basis
- ✓ Maintain audit trails and supporting which may ease out the auditing process at year end time.
- ✓ Access to latest updates

TEAM SBC: STRENGTH OF 75+ TRAINED RESOURCES



TEAM HIERARCHY





THANK YOU

For more details please logon to
<http://www.steadfastconsultants.in>



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