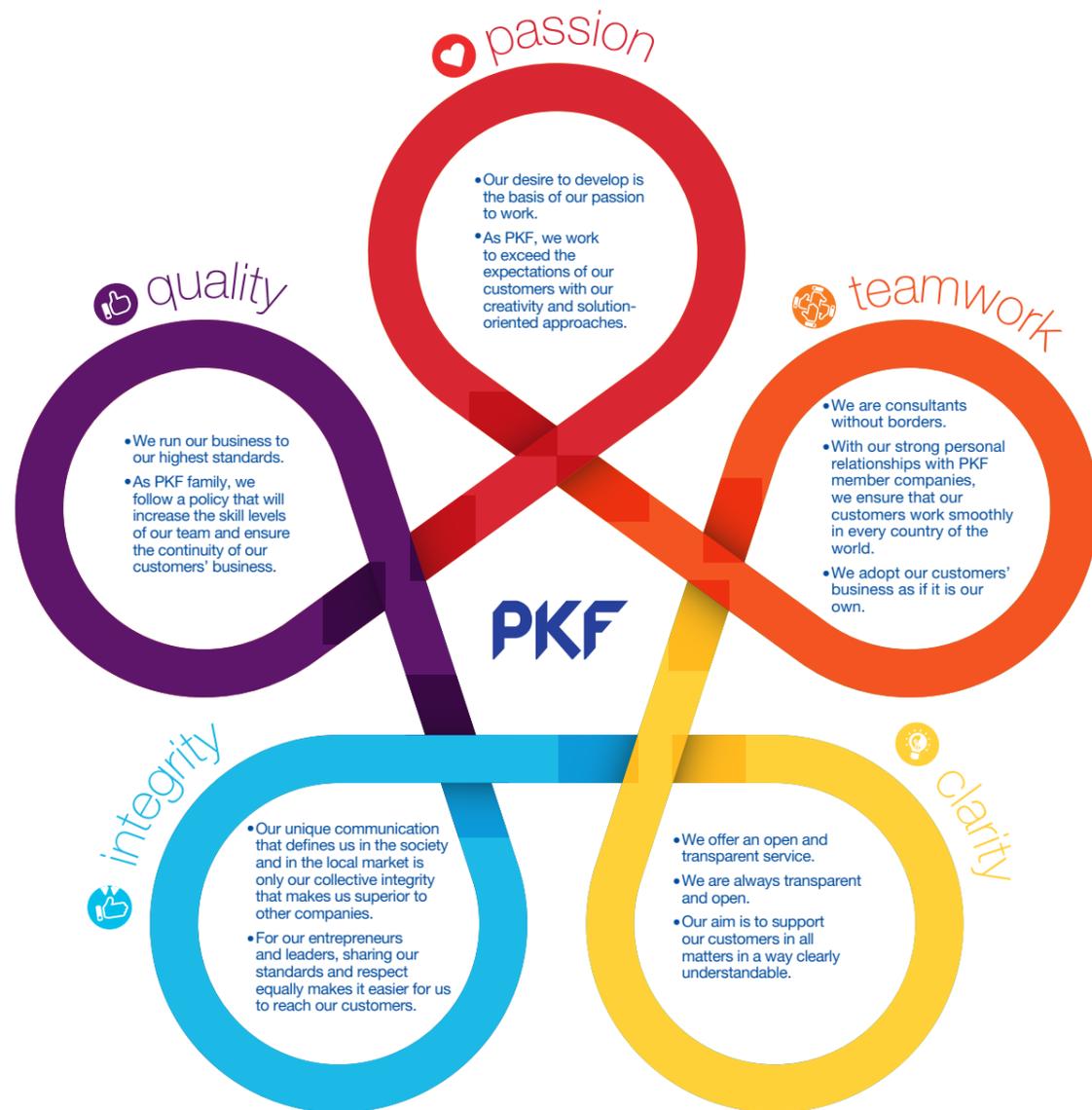


Accounting and Financial Reporting Services

PKF International



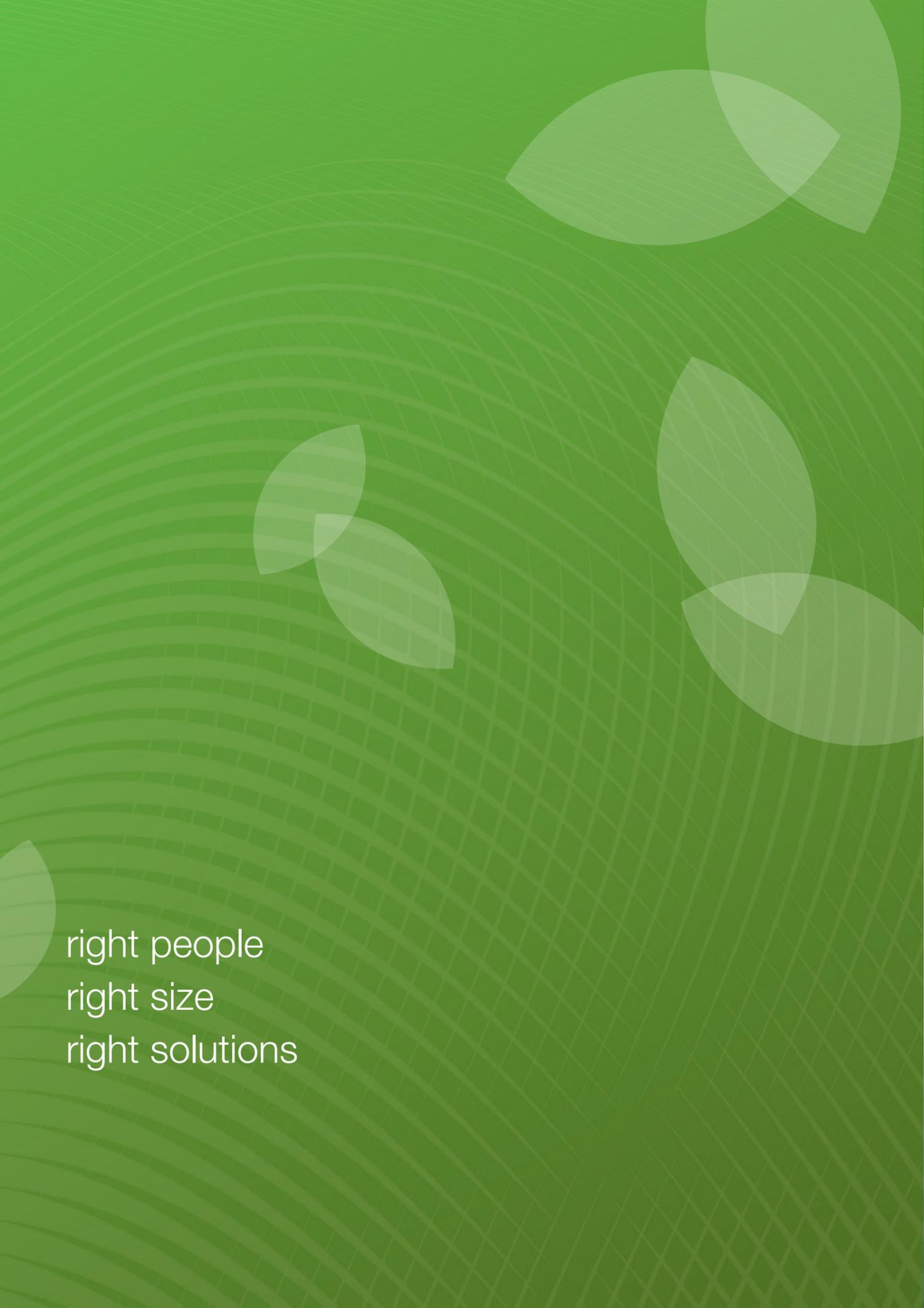
Contents

OVERVIEW	7
ACCOUNTING AND FINANCIAL REPORTING SERVICES	9
INTERNATIONAL ACCOUNTING & FINANCIAL REPORTING TRANSFORMATION SERVICES.....	11
TAX CONSULTING AND DECLARATION SERVICES	13
COST AND MANAGEMENT ACCOUNTING SERVICES	15
FINANCE AND OFFICE MANAGEMENT SERVICES.....	17
PAYROLL AND SSI TRANSACTIONS.....	19
TRADE REGISTRY PROCEDURES.....	21
ACCOUNTING, FINANCIAL REPORTING AND TAX TRAININGS.....	23
CONTACT.....	24





**Accounting and Financial
Reporting** Services



right people
right size
right solutions



Accounting and Financial Reporting Services

Overview

Businesses receive outsourced services in the field of financial accounting in order to support the teams within the company for the management of increasingly complex processes due to the continuous changes in legislation, to reduce their workload and to ensure their more efficient work. With outsourced service, companies may focus on their main business and optimize their business management, while at the same time being more compliant with the legislation.

As the Accounting and Financial Reporting Services department, we provide implementation, consultancy, audit and reporting services to all our national and international customers within the framework of the relevant legislation. We provide services on a national and international basis with local experience and a global perspective in line with all internal or external accounting and financial reporting needs of companies. While we stand by our customers in all processes from data generation to reporting, we provide all our services in Turkish, English and German in line with their needs.

question?
Tel: +90 (212) 426 00 93 (Pbx)
Fax: +90 (212) 426 84 44
www.pkfistanbul.com
info@pkfistanbul.com

From micro enterprises to SMEs and large enterprises; we offer effective and digital solutions for the accounting and reporting integration of current account management, inventory management and finance management.

With the understanding of being an “Accounting Service” within the company, you may find in our catalog the services we provide within this scope.





Accounting and Financial Reporting Services

- Keeping the accounting records of the companies in accordance with the Uniform Chart of Accounts
- Timely and accurate preparation and reporting of financial statements
- IT integration of company ERP system and Accounting system and its control
- Preparation and reporting of financial analysis
- Preparation and reporting of cash flow statements
- Preparation and reporting of financial cash flow statements
- Establishing the accounting organization
- Checking the accounting records according to the relevant tax laws
- Testing the accuracy of current account balances by making cash, bank, customer and seller account reconciliations
- Correct and timely sending of financial statements to banks and other financial institutions
- Data entry into its own ERP system in line with the customer's request (SAP, Microsoft Dynamics etc.)



International Accounting and International Financial Reporting Transformation Services

- Preparation of consolidation packages prepared by international companies in accordance with their own legislation on a monthly, quarterly and annual basis
- Preparation of monthly, quarterly and annual financial statements as per the uniform chart of accounts (balance sheet, income statement, cash flow statement, etc.)
- Transformation services of Tax Procedure Law / Turkish Accounting Standards - Turkish Financial Reporting Standards (TFRS) - (IAS-IFRS)
- Reporting within the scope of American Accounting Standard (US GAAP), German Accounting Standard (German GAAP - HB II.)
- Performing year-end closing procedures, making reconciliations and checking and approving the prepared financial statements
- Preparation of Profitability, Cost, Risk and Stock and Current Account Aging reports and their submission to management

"Open Minds, Open Doors."



Tax Consulting and Declaration Services

- Providing audit, consulting and organization services to the accounting services of companies on tax legislation and financial reporting
- Checking or preparing all tax returns (Corporate Tax, Income Tax, VAT, Withholding, SCT Stamp Duty, Temporary Corporate Tax, etc.) in accordance with their legal terms and recording them in the system, and receiving their accruals
- Opening procedures of Tax Offices, SSI and Regional Directorates of Labor related to the head office, workplace and/or branches, obtaining a registration number
- Preparing annual activity reports that need to be sent to the Treasury or to the relevant Ministries and sending them to the relevant institution
- Notifying and circularizing the changes in financial legislation.
- Tax planning for local and foreign investors within the framework of local and international tax legislation
- Providing services for calculating, declaring, returning or offsetting tax refunds
- Management and execution of E Ledger, E Invoice and other electronic application processes.
- Providing consulting on tax reviews and cases and cooperating with legal units



Cost and Management Accounting Services

- Establishing a cost accounting system in companies
- Correct calculation and reporting of product and service costs
- Establishing an expense and cost accounting record system for the profit and expense centers of the company
- Preparation of product and customer based profitability and cost reports
- Making and reporting break-even analysis
- Preparing and reporting the Cost of Goods Sold statement
- Stock inventory tracking and reporting
- Calculation and reporting of inventory turnover, inventory time and carrying cost
- Establishment, preparation and analysis of the budget system



Finance and Office Management Services

- Preparation and reporting of sales invoices
- Current account risk tracking and management
- Current account reconciliation services
- Preparation and reporting of credit and debit reports
- Preparation and reporting of weekly, monthly and annual cash flows
- Uploading financial payments to the online banking system, preparing instructions.
- Auditing and reporting to detect accounting frauds
- Design and implementation of ERP systems
- Regulation and development of the company's accounting and finance business processes
- Services related to the digitalization process of accounting applications



Payroll and SSI Transactions

- Preparation of monthly payrolls of companies in accordance with legal legislation, Calculations of appropriations, deductions, insurance, tax, net wage and preparation of all kinds of reports regarding payroll
- Preparation of monthly SSI notifications and withholding declaration notifications, receiving their accruals
- Preparation of monthly SSI notifications and withholding declaration notifications, receiving their accruals
- Making and accruing withholding statement of payrolls prepared by human resources of companies
- Preparation and reporting of the annual leave table
- Tracking and reporting absenteeism and health reports
- Preparation of special reports for managers, especially for human resources
- Making and registering workplace's opening, assignment, closing and transfer procedures
- Execution and management of workplace electronic declaration and password applications
- Providing consulting services under the Social Security and Labor Law legislation



Trade Registry Procedures

- Preparation and registration of transactions such as company establishment, share transfer, capital increase,
- Foreign company, branch and liaison office openings
- Managing signature circulars, board and director changes and all general assembly transactions
- Ensuring that all transactions and declarations until the preparation, announcement and finalization of the liquidation process are made accurately and on time
- Change of kind, merger, demerger transactions and preparation of reports
- Capital increase, capital decrease amendments and preparation of their reports
- Certification of legal books, closing certification
- Company establishment services in the free zone
- Providing consulting services regarding trade registry and registration procedures



Accounting, Financial Reporting and Tax Trainings

- Training on Uniform Accounting Practices
- Tax Practices Training
- Financial Statements and Financial Analysis Training
- Cost and Management Accounting Training
- End of Term Transactions Training
- Training on Income and Corporate Tax Return Preparation
- Training on VAT Refund in Exports
- Tax Practices Regarding Exceptions, Exemptions and Discounts in Companies
- Uniform Chart of Accounts and Accounting Practices under the Tax Procedure Law
- Company-Specific Training Programs

right people
right size
right solutions



PKF İstanbul
Eski Büyükdere Cad. Park Plaza, No: 14, Maslak, İstanbul
Tel: +90 (212) 426 00 93 Faks: +90 (212) 426 84 44
Email: info@pkfistanbul.com