



# BOOK KEEPING ACCOUNTING & FINANCIAL REPORTING

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## WHITE PAPER

**Contact Information:**



**Corporate General Solutions (Pvt.) Limited**

Email at: [info@cgs.com.pk](mailto:info@cgs.com.pk)

Website: [www.cgs.com.pk](http://www.cgs.com.pk)

## Business Process Outsourcing (BPO) Services



High-performance businesses are always seeking new ways to outpace competitors. Business process outsourcing (BPO) provides just such an opportunity. In fact, in today's economy, more and more business leaders are turning to CGS BPO services to help their businesses to do more with less. CGS can help businesses hold down overall operating costs through strategic use of BPO services, while helping companies to make the selective investments that will fuel future success.

## Accounting, Bookkeeping and Financial Reporting



1. Use of our staff at the client's premises or CGS premises to carry out Accounting and Book Keeping under our supervision.
2. Preparation and analysis of Financial Statements on a periodical basis, for management review.
3. Making out all statements and returns required for submission to the various associations and government authorities.
4. Providing assistance on preparation of various management and financial reports required for decision-making.
5. Offshore online Accounting and Book keeping services are also provided with the help of Web based Accounting software
6. Payroll Preparation Services

## Internal Audit and System Control Review



1. Obtaining the understanding of existing Accounting and Internal Control System (AICS) and Standard Operating Procedures (SOPs) approved and implemented by the management.

2. Checking the compliance of existing Accounting & Internal Control System (AICS) and Standard Operating Procedures (SOPs).
3. Continuous periodical reporting to management about non compliance of existing AICS and SOPs, weaknesses found and suggesting improvements therein.
4. Reporting on non compliance of regulatory and statutory requirements.
5. Detailed study existing AICS and SOPs in order to find weaknesses, to perform GAP analysis and preparing revised and improved AICS manual and SOPs.
6. Assisting system analyst and software developers in system analysis, design, and development,
7. Implementation of new systems developed and post implementation review.
8. Training of personnel in order to understand and use new systems got developed.