

# *Chanakya Accounts Academy*

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Dear Sir / Madam,

As you are aware, perfect accounts writing is an art; very difficult to master. The exact classification, posting of entries and maintaining proper records can come only with experience. We, with our 31 years of rich experience of accounts writing, can most definitely fulfill all your accounting requirements in totality. In particular, for you, we can:-

- ▶ Maintain computerized books of accounts both for professionals as well as for business entities.
- ▶ Prepare Six monthly (or quarterly as the case may be) Trial Balance Sheet / Profit & Loss Account and Debtors / Creditors Accounts.
- ▶ Prepare necessary statements for TDS, Service Tax Payments, Advance Tax (Income Tax) & Professional Tax before the due dates.
- ▶ Prepare Bank Reconciliation Statements.
- ▶ Give adequate instructions for keeping musters as also for financial & investment needs.
- ▶ Prepare necessary statements that will help you for your Income Tax Audit, MVAT Audit or Company Audit as also get them audited if you desire.
- ▶ Collect your record from (and return old record to) your place every month on a given date, if you desire.
- ▶ We shall also train your accountants for mutually decided fees. We also conduct training for non – commerce students and for fresh employees.
- ▶ Our motto is: "*Quality, Punctuality, Sincerity and Absolute Loyalty within Legal Bounds.*" Thus, we are committed to keep absolute secrecy.

**From your side you will be required to maintain only three files:--**

- I. Bank Statements, Pay-in Slips and Cheque Books.
- II. Purchase & Sale Bills (Both Cash & Credit)
- III. Expenses Bills & Vouchers

**Service Charges:**

- A. we shall raise mutually decided Service Charges on Quarterly Basis
- B. You may deduct appropriate Income Tax from the payments.