

**MODULARFOUR SOLUTION (PRIVATE) LIMITED.**

**ITEM-1**

**CLEARING BACKLOG AND REPORT OF THE AUDITOR'S THEREON**

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- 1.)We shall feed the data in to Accounting system and shall prepare financial reports on Annual basis.
- 2.)Report of the Auditor's shall be issued accordingly for each Financial Year

**REQUIREMENTS**

You have to submit us all relevant Data and Records to perform the above tasks (including following).

- a.)Documents required for Permanent file  
(Copies of Certificate of Incorporation of the Company, Form 1, Articles of Association, Any document made for change of records..if any, Registration for Income Tax and Registration for any other Taxes) etc..
- b.)Bank Statements
- c.)Invoices
- d.)Receipts issued
- e.)Investments made in Capital
- f.)Details of Fixed Assets
- g.)Payment Vouchers (CASH/ BANK)
- h.)Bank Deposit Slips
- i.)Cheque Counterfoils
- j.)Pending bills payable
- k.)Purchase bills and payments
- l.)Any Agreements entered with Outsiders relevant to Business Operations
- m.)Utility bills
- n.)HR-Salary and payment details
- o.)Purchase orders

**MODULARFOUR SOLUTION (PRIVATE) LIMITED.**

**ITEM-2**

**“IMPLEMENTATION OF THE ACCOUNTING SYSTEM, UPDATING THE GENERAL LEDGER AND REPORTING PROGRAM ON MONTHLY BASIS.”**

**TO ACCOMPLISH THE ABOVE REQUIREMENT;**

**1.) We wish to analyze, evaluate and then implement the Accounting System**

Evaluating the business operations

Implementing of appropriations with recommendation

Creation of Chart of Accounts in Accounting System

Designing the Source Documents

Feeding the data to the Accounting system and application tasks

**2.) Feeding Data in the General Ledger and Reporting Procedure (See NOTE 2.1)**

We shall feed the data in to the Accounting system and shall prepare financial reports on Monthly basis.

**3.) Our Involvement in Finance department Operational Activities**

Maintaining Payroll

EPF & ETF

HR, Personnel files

VAT / NBT (Handling of Indirect Taxes)

Maintenance of documentation and filing system

(Please note that Income Tax works / Assignments / Liaising with Statutory bodies shall be considered and invoiced separately)

**NOTE 2.1-Monthly Financial reports (Standard) will be included the followings:**

**Statement of Income**

You can assess the business's profit/ (Loss) incurred in the prescribe month.

**Balance Sheet**

This shows the financial wealth of the organization

**Notes to the Financial Statements**

These are the detailed analysis of the Income, Expenses, Assets, Liabilities and Equity.

**Statement of Cash flows**

It shows from where your funds came in and how they went out.

**Bank Reconciliation Statements**

This will show reconciliation between funds in the bank and the funds according to bank account of the Ledger

**Other Financial reports**

If you request any report on financial terms, then we will response for such requirements within our scope.

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**ITEM-3**

**FEE s AND OTHER CHARGES**

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**OUR FEE FOR ABOVE “ITEM-1”**

Our fees for following tasks;

- 1.) General Ledger Accounting
- 2.) Issuing the Report of the Auditor

**Annual fee of LKR. 20,000/- (LKR Twenty thousand only) for a “Financial Year”**

**OUR FEE FOR ABOVE “ITEM-2”**

“IMPLEMENTATION OF THE ACCOUNTING SYSTEM, UPDATING THE GENERAL LEDGER AND REPORTING PROGRAM ON MONTHLY BASIS.”

**Monthly fee of LKR. 5,000/- (LKR Five thousand only) for each calendar month. )**

(NOTE:- This fee could be revised accordingly with the Volume of Tasks and Transactions to be performed)

Any expense on special tasks shall be reimbursed separately (Such as Handling Tax matters/ Presenting at regulatory bodies etc..)