

**Is your financial
department expensive
and inefficient?**



We solve your accounting and payroll problems

By selecting Ernst & Young Accounting and Payroll Services you will get much more than just outsourcing.

We provide accounting and payroll services by optimising processes and using top class advanced technological solutions.

We support our Clients in corporate management and enable them to focus on those areas of their operations which directly contribute to building the company's worth.

At the same time, we help our Clients to save precious time and minimise the costs of keeping books of account and payroll by the internal accounting and payroll team.

Our accounting and payroll services are customised to Client needs. Using process methodology, we support our Clients in organising financial solutions, control quality and improve the work of the accounting and payroll departments

In doing this we apply the following solutions:

- ▶ Bookkeeping based on our own IT systems or using an interface providing access to the Client's financial and accounting system
- ▶ **Accounting Online** - easy access to financial data and direct participation in the bookkeeping process
- ▶ **Event Manager** - practical tool designed to define and monitor the processes occurring in Clients' databases as well as to provide required information on a regular basis
- ▶ **Synergia** - tool supporting management of Client's business processes.

Cooperation with Ernst & Young Accounting and Payroll Services provides you with an opportunity to take advantage of our nearly 20-years' experience on the Polish market and the proactive approach of over 100 experts working in several cities in Poland, and thus to join the group of over 200 satisfied Clients.





Outsourcing of accounting services

- ▶ Day-to-day management of our Clients' accounting processes
- ▶ Financial statements and reports prepared in accordance with Polish and International Accounting Standards
- ▶ Bookkeeping which provides a solid basis for tax settlements as well as all financial reports required by Polish regulations for statistical and banking purposes
- ▶ Bookkeeping (without preparing tax settlements)
- ▶ Preparing and submitting tax returns based on accounting information generated by the Client.

Outsourcing of payroll and personnel-related services

- ▶ Settlements with Tax Office, Social Security Office (ZUS), National Disabled Rehabilitation Fund (PFRON)
- ▶ Day-to-day technical support in payroll data processing and reporting
- ▶ Professional assistance in payroll and personnel reviews
- ▶ Preparing payroll including tax and insurance charges under all forms of employment
- ▶ Keeping personnel-related and payroll documentation for all workforce or a group of employees
- ▶ Preparing applications to obtain certificates of not being in arrears with payments to the Social Security Office.

Temporary staff

These services enable you to satisfy your day-to-day requirements as well as add value to your existing processes.

- ▶ Outsourcing of professional staff
- ▶ Delegating employees (from assistants to experts and supervisors) for a defined period of time
- ▶ Providing training and technical supervision in the field of bookkeeping and payroll and personnel-related services to Client's staff.

Accounting advisory

In addition to our standard services, we offer services relating to:

- ▶ Reorganisation of financial departments
- ▶ Designing solutions and providing support in the implementation of concepts and processes
- ▶ Support with implementation of accounting programmes
- ▶ Reconciliation
- ▶ Reporting.

Ernst & Young

Assurance | Tax | Transactions | Advisory

About Ernst & Young

Ernst & Young is a global leader in assurance, tax, transaction and advisory services. Worldwide, our 144,000 people are united by our shared values and an unwavering commitment to quality. We make a difference by helping our people, our clients and our wider communities achieve their potential.

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Ernst & Young
00-124 Warszawa, Rondo ONZ 1
Tel.: + 48 22 557 70 00
Fax: + 48 22 557 70 01

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Warsaw

00-124 Warszawa, Rondo ONZ 1
Tel.: +48 22 557 70 00
Fax: +48 22 557 70 01

Katowice

40-121 Katowice, ul. Chorzowska 50
Tel.: +48 32 760 7700
Fax: +48 32 760 7710

Poznań

61-894 Poznań, Pl. Andersa 3
Tel.: +48 61 856 2900
Fax: +48 61 856 3000

