



BUSINESS SERVICES & OUTSOURCING COSTA RICA

BUSINESS SERVICES & OUTSOURCING

The services we currently provide in our Business Services & Outsourcing department, have been established as an excellent alternative for organizations not to waste their economic and administrative resources in activities that can be delegated to third parties who are experts in the field representing lower costs to the companies.

We offer a wide variety of outsourcing services, aimed at administrative, financial and accounting areas, through a highly professional team with the necessary tools to achieve optimal performance for your business.

SERVICES

- ▶ General accounting
- ▶ Payrolls and social security management
- ▶ Compilation of financial information
- ▶ Income tax returns
- ▶ Other administrative services





GENERAL ACCOUNTING

We study and evaluate the operations of your business accounting system with the purpose of suggesting the establishment of the necessary administrative controls, as well as the use of forms and reports that guarantee the creation of reliable accounting and financial information.

We offer general accounting services according to accepted international standards and accounting principles, also taking into account, the regulatory framework in which the company operates, applied through a consistent base.

These services include (depending on your company needs) the following:

- ▶ Organization of the accounting system
- ▶ Monthly processing of purchases, sales, payments, collections and bank deposits

- ▶ We provide monthly reports such as:
 - Balance sheet
 - Income statement
 - Trial balance and details of specific accounts
 - Details on overhead costs
 - Bank reconciliations
 - Transaction reports
 - Tax support (fiscal, social security, and related)
- ▶ Preparation and filing of Income Tax Returns
- ▶ Preparation and filing of Informative Returns

If your company does not count with its own computer software to process reliable accounting information, we can guarantee the correct processing of data with updated information, related to the Company's operation which allows decision making with greater security, regarding changes that are required at administrative and financial level.



PAYROLLS AND SOCIAL SECURITY MANAGEMENT

Payroll services include the following:

- ▶ Payroll calculation
- ▶ Social Security reports (filing and delivery)
- ▶ Filing and delivery of monthly forms related to Income Tax
- ▶ Issuance of salary pay slips
- ▶ Calculation of termination payments
- ▶ Expatriate treatment
- ▶ Registration of company and employees before the Costa Rican social security office and National Insurance Institute
- ▶ Elaboration of specific payroll reports



COMPILATION OF FINANCIAL INFORMATION

Periodically you need to evaluate the results of your business. A compilation of financial reporting consists on preparing for Management's use, general information of financial statements for decision making. Our specialized team, assisted by technological tools and high technical knowledge, produce compiled financial reports as often as Management may require.



INCOME TAX RETURNS

Annually, your company must comply with the filing and payments of income tax returns before the Local Tax Authorities. To assist you in the proper presentation of your tax returns is part of our commitment at BDO Business Services & Outsourcing.



OTHER ADMINISTRATIVE SERVICES

Our Administrative Services consist of the use of specialized human resources of the firm, to take care of our clients requirements of our clients in areas that do not form part of the key processes of the organization.

The transfer of operations or execution of certain tasks, allow organizations to focus on fundamental aspects of their businesses obtaining several advantages like:

- ▶ Profit increase
- ▶ Maximizing time
- ▶ Optimizing resources
- ▶ Access to advance technology

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