

# PricewaterhouseCoopers Company Administration Services

## Unrivalled industry knowledge and a distinctive level of quality\*



Our Company Administration Services are geared to assist you in managing your business from incorporation and corporate secretarial compliance through to preparation of payroll, period end accounts and annual returns.

Today's corporate compliance environment has meant that managers of businesses of all types have numerous legal and reporting obligations.

Your burden can be alleviated by contacting us for support in any of the following distinct areas:

### Company Secretarial Services

#### Client Benefits

- Ensures statutory filing deadlines are met
- Reduces exposure to late filing fees
- Highlights non-compliance
- Reduces time input required from Company Secretary
- Assists in implementing an effective procedural framework
- Facilitate production of directors' compliance statement
- Reduces risk of indictable offences and penalties / prosecutions
- Objective assessment of arrangements to identify areas of exposure and make recommendations for improvement

Our company secretarial department supports clients with their compliance obligations under company law.

Our service offering includes:

- Company incorporations
- Corporate reorganisations
- Annual compliance and maintenance of statutory records
- Advice in relation to minimising requirement to file financial information
- Attendance at and drafting of documentation for board and general meetings
- Branch registration and on-going annual compliance
- Statutory compliance reviews
- Employee Share and Option Scheme Administration - our Share Scheme section provide a full support service to assist in the administration of employee share and option schemes.

## Payroll Services

### Client Benefits

- Outsourcing payroll and related services releases human capital
- Allows you to focus on projects that add value to your business
- Experienced day to day administration of the payroll function
- Full compliance with legal and Revenue requirements
- Confidentiality for sensitive payroll reports
- Option to outsource either whole function or specific executive group

Our payroll department offers a complete payroll service dealing with all aspects of the processing and payment of salaries.

Our service offering includes:

- Data entry, handling of original correspondence, electronic file interfacing with financial system
- Preparation and distribution of payslips, PAYE/PRSI remittances, payment of voluntary deductions, BIK calculations, calculation of net pay and electronic payments
- Handling employee queries
- Production and distribution of full management reports
- Security payslips, filing and record-keeping

## Book-keeping / Accounting Services

### Client Benefits

- Comfort that the accounting function is operating effectively
- Assurance that all relevant accounting standards are appropriately applied
- Quality management reports assist the decision-making process
- Release of management resources to focus on activities which add value to your business
- Direct access to PwC technical accounting and auditing experience

We offer a comprehensive book-keeping service for clients who wish to outsource their accounting function or are just starting up in Ireland.

Our service offering covers all aspects of the accounting function, including:

- Data collection and transaction processing
- Maintenance of supporting documentation
- Bank and other third party reconciliations
- Maintenance of accounting records
- Management reporting in client tailored formats
- Liaising with banks and suppliers in arranging payments
- Preparation of statutory accounts with all necessary disclosures
- Accounting and review for special projects

## Why PricewaterhouseCoopers?

- One of the leading providers of payroll processing services in Ireland.
- Proven knowledge and experience in every sector of the Irish economy.
- Demonstrated track record of providing payroll processing services to clients in an accurate, effective and cost efficient manner.
- The scale and diversity of the firm's accounting practice allows us to devote the resources necessary to provide you with a high quality service on an on-going basis.
- Unrivalled range of industry knowledge provides comfort that complex transactions are accounted for correctly.
- Dedicated practice area, comprising qualified accountants who specialise in providing outsourced accounting services.

## Who to contact?

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