



**BROCHURE  
SMALL & MEDIUM  
BUSINESS**



**CROWNGLOBE**

A financial partner to your ultimate growth story!

## INTRODUCTION

We at CrownGlobe are Committed To Empowering Your Business with The Right Financial Tools and Insights to Help You Achieve Your Goals.

Our virtual bookkeeping and services deliver the valuable perk of owning a virtual accountant without any in-house fees of accountants. With our virtual accounting services, you can access a team of skilled and knowledgeable accountants who work tirelessly to ensure your financial records are always up-to-date and accurate.

Finalizing accounts at the end of the year is always a daunting task, but it is critical for businesses to ensure accurate financial statements. Messy accounts, Sloppy reports, and incomplete data can lead to accounting errors, inaccurate financial statements, and legal complications. CrownGlobe offers a comprehensive range of year-end outsourced accounts finalization services that cater to organizations of all types and sizes.



We also understand that finalizing accounts requires a unique blend of skills, patience, and professional experience. Our team of experts is well-equipped to help organizations navigate the complex process of finalizing accounts. We use industry-standard practices, advanced techniques, and the latest software to provide accurate and timely accounts finalization services.

At CrownGlobe, we Believe in Providing Our Clients with The Highest Level of Service.

Our dedicated and expert team is committed to delivering accurate and timely financial statements. We pride ourselves on being a dependable and trustworthy partner for our client's financial statement preparation needs.

In addition to our financial statement preparation services, we offer a range of other services, including bookkeeping, tax preparation, and payroll processing. Our services are designed to help our clients manage their finances effectively and efficiently.

## OUR UNIQUE SELLING PROPOSITIONS:

Let Us Crunch the Numbers While You Take the Crown!

- Trustworthy Remote Accounting Partner
- Convenient Understanding of Numbers
- Deep Knowledge and Expertise
- Cost Reduction and Improved Efficiency
- Expert Business Advisors
- Dedicated Manager and Smoother Transition



## BOOKKEEPING & SALES TAX

### CROWNGLOBE'S BOOKKEEPING SERVICES

- Gather information such as canceled checks, deposit slips, bills, invoices, credit card statements, bank statements, and so on
- Record and code transactions into a general ledger
- Prepare a list of items that need additional information or clarification
- Preparation of periodic financial statements and the corresponding paperwork to facilitate the review process
- Keep track of vendor payment W-9s and file and issue 1099s on time
- Send reminders for various compliance due dates, such as payroll tax payments, sales tax payments, federal estimated tax payments, etc.
- Setting up a chart of accounts
- Preparing and sending invoices to customers
- Recording receipts from customers
- Verifying and recording bills from vendors
- Tracking time and billable hours
- Tracking project-wise profitability
- Managing use and sales tax
- Payment to vendors
- Processing employees' pay and updating payroll file
- Processing other tax-related reports



# CROWNGLOBE'S SALES TAX FILING SERVICES

We offer a range of sales tax compliance services, including:

- Arranging standard paperwork explaining the taxable and gross sales and sales tax liability for every valid state
- Organize sales tax returns, both online forms and manual PDA.
- Tracking resale certificates and maintaining supporting schedules that reconcile with your ledger.
- We keep track of all sales tax updates and notify our clients so that they may collect accurate sales tax from their end customers.



## PAYROLL

Our Employee-Friendly Payroll Processing Services Create a Lasting Impression on Employees and Help Businesses Establish a Transparent Image of The Organization.

At CrownGlobe, we offer customized payroll solutions designed to meet your business's specific needs. Our payroll experts understand the significance of accurate payroll management for your business.

CrownGlobe offers a comprehensive range of payroll services, including record maintenance, payroll preparation, cost analysis, submission of statements to authorities, and salary and pay slip processing.



- Record Maintenance
- Payroll Preparation and Cost Analysis
- Submission of Statement to Authorities
- Salary and Pay Slip



# TAXES

Our tax preparation services help eradicate complexity and resources; otherwise, get engaged in checking/ matching tax details and preparing client returns. We make the convoluted tax calculation, preparation, and filing job more effortless for you.

## **WHY OUTSOURCE TAX PREPARATION SERVICES TO CROWNGLOBE?**

At CrownGlobe, we understand the importance of accurate and timely tax preparation services. Outsourcing tax preparation to us helps individual businesses leverage the benefits of accurate tax processing at Lower costs. Some of the benefits of outsourcing tax preparation to us include the following:

- Reducing stress, complexity, and taxation cost with process automation and a highly experienced team.
- Having expertise in all major tax preparation solutions to help clients choose the environment they like us to work in for smooth transition and streamlined supervision.

## **OUR TAX PREPARATION PROCESS & VERIFICATION PROCESS**

At CrownGlobe, our tax preparation and verification processes are designed to ensure our clients receive the highest quality service.

- We start with obtaining all the relevant information, current year's tax organizers, documents, and financial statements from the client via a secured file-sharing portal.
- After verifying the absoluteness of the data and completeness of the information and taking note of carrying forward balances, we analyze the balance sheet, profit & loss statement, and other relevant data received from the client to identify and correct any discrepancies before commencing the return preparation process.
- Lastly, we submit the tax returns and computation PDF files to clients for their comments, observation, and queries.
- Upon receiving confirmation from the client, we make all required corrections and initiate the filing process.



## FULLTIME OFFSHORE STAFFING

The honest and professional approach of CrownGlobe reflects our commitment to providing high-quality staffing solutions that meet your business needs, regardless of your budget. Our flexible hiring options and staffing positions allow businesses to maximize their resources while receiving top-quality work from experienced professionals.

Our hiring options are designed to fit your needs, whether you require temporary or long-term staff. Our offshore staff from CROWNGLOBE are skilled professionals with experience in accounting and finance, ensuring that your business receives high-quality work from knowledgeable and experienced staff members & Our offshore staff is highly skilled professionals with various competencies, including proficiency in Microsoft Excel and Quickbooks or Xero experience. They are also computer literate, have excellent organizational and communication skills, and are committed to delivering quality work that meets your business needs.

### FLEXIBLE HIRING OPTIONS

When hiring offshore staff from CrownGlobe, one of the most significant benefits is that we understand the task requirements of accounting firms. With your work's seasonality and sporadic nature in mind, we have developed a flexible hiring model tailored to your staffing needs.

- Fixed Price Model
- Dedicated Resource (FTE) Model
- Hourly Model

### OFFSHORE STAFFING SOLUTION - GATEWAY TO GLOBAL TALENT

Our services are designed to help you access global talent and optimize your workflows. With our deep domain expertise and industry experience, we offer the best practices for working with a remote staff that delivers the best results. We also measures following principals while delivering services.

- Interview and Test the Person Before Hiring
- Leverage Timezone Difference
- Keep a Minimum Overlap of 3-4 Hours
- Explain Yourself and Define Expectations
- Regular Calls & Meetings
- Live Chat Resolves Problems in Real Time
- Remote Staffing is a Strategic Long-Term Solution



# INFORMATION SECURITY

At CrownGlobe, we ensure that the client's data will remain completely confidential with us. We continuously care for the protection of your private and important Information and documents security. Followings are some of the measures which we have taken for ensuring data security.

Some of the measures are forward looking measures which we plan to implement at various scales of operations.

- Non Disclosure Agreement (NDA)
- Employee Selection and Screening
- Login only through authorized IP
- Defining the user level access
- Audit of policies
- Document Protection
- Logical protection

# TRANSITION PROCESS

Streamlined Transition Management Solution for A Smooth and Seamless Shift.

At CrownGlobe, we follow a stringent and simplified transition process to ensure a smooth and seamless transition of your current account setup into a new integrated accounting environment. We understand and admire that every business is unique, and our approach is tailored to meet your specific requirements. Our effective transition methodology is broadly segmented into five sections, ranging from business understanding to the monitoring and review phase.

- STEP-1** Business Understanding
- STEP-2** Gap Analysis and Scope Management
- STEP-3** Implementation Planning
- STEP-4** Transition
- STEP-5** Continuous Monitoring and Review





# CONTACT



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