



Accounting. Tax. Finance. Legal. IT.



FINANCIAL OUTSOURCING SERVICES

Supporting our clients to concentrate
on their core competences

ABOUT BELLERAGE

TOP-3

Bellerage started operating in Russia in 1999 and as of now is within [TOP-3](#) accounting outsourcing providers in Russia.

Price-Quality Leader

We are committed to building long-term partnerships: our customer satisfaction rating is 94%. Our leadership in digitalization enables us to respond quickly to customer requests and closely monitor business processes, while maintaining competitive pricing.

XLNC

Bellerage, as part of the International XLNC Alliance, is committed to providing its clients with a wide range of outsourcing, consulting and auditing solutions. Our team - over 200 partners and 3,500 professionals worldwide - is dedicated to delivering professional services to the highest quality standards.

Our Team

We pick the project team based on the specifics and individual needs of the individual client. Our consultants hold international degrees (ACCA, CPA, CFA, MBA, 1C, Microsoft) and serve our clients according to international business standards. All our consultants speak English; we can also communicate with you in French and German.

Bellerage is a corporate member of the following associations:



2-minute video about us

OUR APPROACH

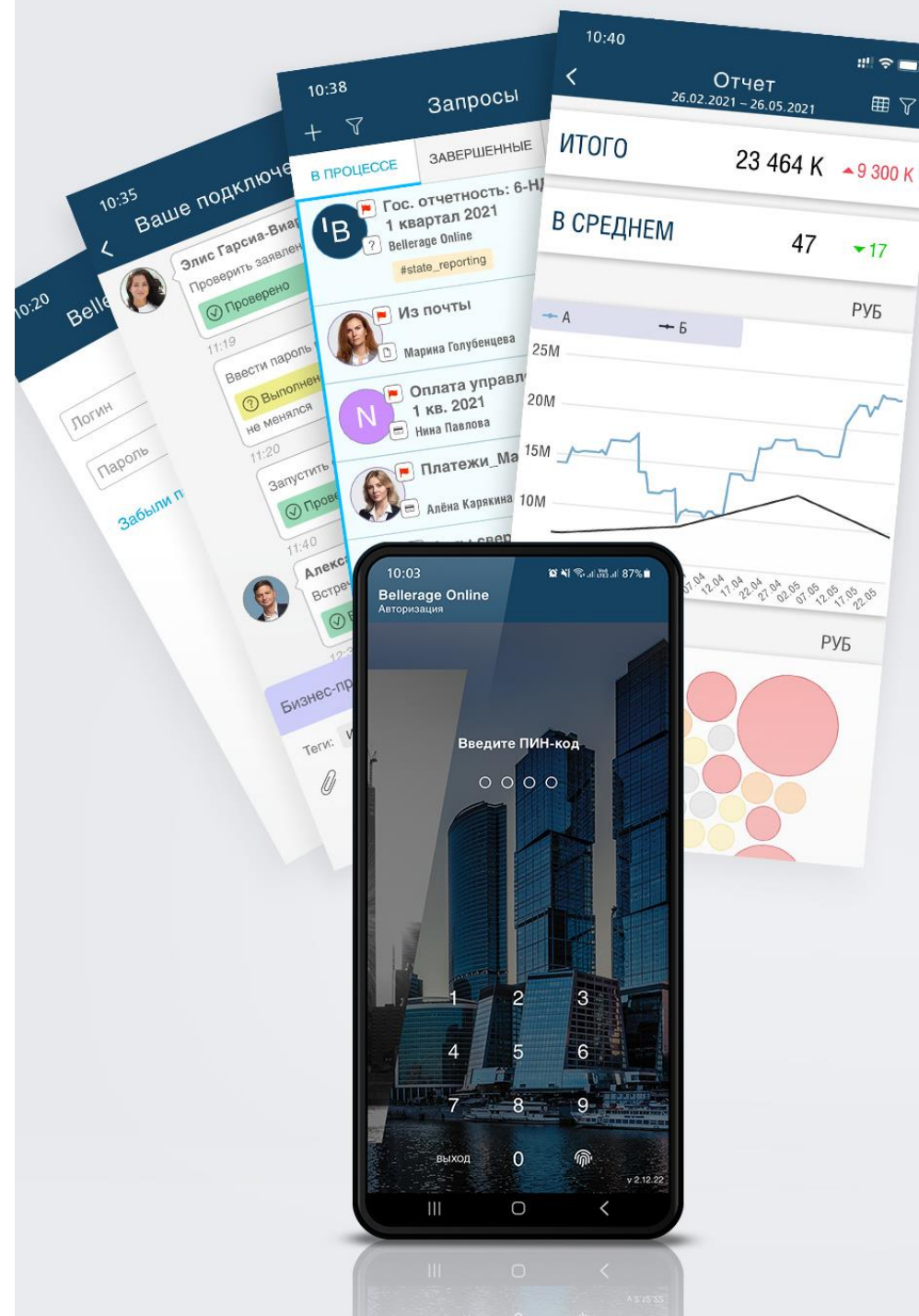
Transparency and Control

Bellerage Online® - is a tool for quick and efficient interaction with your outsourcing partner. Monitor financial and administrative processes from anywhere in the world 24/7.

Accessible via **web** or **mobile app**, our unique platform allows you to:

- Communicate with your consultant, create requests and rate our services in real-time,
- Submit documents for processing,
- Access your online library with all documents,
- Sign documents with an e-signature,
- Automate and control the internal business processes of your company
- Analyze your financial figures using dynamic online reports

Bellerage Online© is free for our clients and available to an unlimited number of users - from operational staff to headquarter representatives.



OUR APPROACH

Official 1C Partner

Bellerage uses the 1C software - leading accounting application in Russia (over 90% market share). Our IT team is ready to integrate 1C with any ERP system (SAP, Oracle, Navision, etc.).

Information Security

All information and databases are stored in a specialized data center in Moscow. Data security is guaranteed by a three-level backup: in the data center, in the Bellerage office and in the bank safe. We fully comply with the requirements of the Russian personal data legislation. Bellerage is certified under the ISO 9001:2008 quality management standard.

Focus on Business

While working with the Client, Bellerage is guided not only by Russian accounting standards, but also by the business specifics. We are committed to build a long-term partnership and create value added for our Clients. The project team is dedicated to analyzing the Client's business and preparing recommendations proactively. The solutions we offer are practical and take into account financial, tax, administrative and other risks.

SERVICE DESCRIPTION

No	Service type	Description
1	Initial engagement (project set-up)	Collection of documents and reporting from the Client (from the Client's accounting)
		Review of the accounting policy and methodology (examination of compliance with the Russian legislation)
		Set up of standard 1C databases (1C 8.3 Accounting and 1C 8.3 Payroll & HR)
		Registration of the Client's account in the Tax Reporting Electronic System (Kontur)
		Obtaining access to the Bank-Client system for Bellerage specialists (read-only mode)
		Setting up cooperation procedures, work-flow and project calendar
2	Bank transactions maintenance	Bank statements processing
		Payment orders preparation in the Bank-Client system
		Requests for payment are sent by the Client through Bellerage Online
		Final authorization of all payments is made by Client
3	Maintenance of petty cash transactions	Preparation of petty cash documents (payment and receipt slips)
		Maintenance of Cash Journal
		Source documents related to cash transactions are to be provided by the Client
4	Expense documents processing	Verification of compliance with legislative requirements
		Recording documents in the accounting in accordance with Russian Accounting Standards (RAS)
		Reconciliation of accounts with suppliers and contractors
		Source documents from counterparties are collected by the Client
		Scans of documents are submitted by the Client through Bellerage Online
5	Sales documents preparation	Bank statements processing
		Payment orders preparation in the Bank-Client system
6	Preparation of employee expense reports	Requests for payment are sent by the Client through Bellerage Online
		Final authorization of all payments is made by Client

SERVICE DESCRIPTION

No	Service type	Description
7	Payroll and social taxes calculation; HR documents preparation	Payroll and social taxes calculation; payment orders preparation
		Recording bonuses and compensations based on the information received from Client
		Calculation of sick leaves, vacation and etc. based on the information received from Client
		Preparation of HR documents related to payroll
		The Client is responsible for providing information on time and in full through Bellerage Online
		The Client is responsible for signing documents with employees
		Labor books are kept by the Client
8	Book-keeping and tax accounting	Book-keeping and tax accounting are maintained in accordance with RAS and the Russian Tax Code requirements
		Monthly closing procedures
		The Client can have remote access to the accounting application in "read only" mode
9	Preparation and submission of tax declarations and other mandatory reporting	Preparation of reporting for the tax authorities and social funds
		Submission of reporting in electronic form
10	Representation of the Client with the tax and other authorities	Regular (annual) reconciliations with the state authorities
		Preparation of documents for desk audits
		Communication with state authorities on current matters
		Representation of the Client during visits to the tax authorities and social funds
11	Preparation of corporate reporting	Preparation of corporate reporting in accordance with the Client's internal standards
		Monthly package of reporting
		Communication with the headquarters in regard to corporate reporting

ADDITIONAL SERVICES

Business Launch

- Market research and partner search
- Due Diligence of acquired businesses and assets
- Company registration and bank account opening
- Management Company Services
- Coordination of logistics
- Corporate insurance

Financial manager/director services

- Cash management
- Performance analysis and budgeting
- Assistance with accounts receivable collection
- Dealing with banking instruments

HR

- Recruitment
- Visa support
- Payroll
- HR administration and development of internal policies

Legal Support

- Drafting and review of contracts
- Counterparty checks
- Legal Disputes
- Labor law and personal data protection
- Debt recovery

Tax

- Tax structuring of transactions
- Preparation for and support for field tax audits
- Transfer pricing
- Reporting on intragroup transactions, CFCs, IGCs

Audit Services

- Audit in accordance with national and international financial reporting standards
- Transformation and consolidation of financial statements
- Tax audit
- Checking of foreign participants for the purpose of SME registry

IT Services

- Data exchange with ERP systems
- Business process automation
- Implementing electronic document management
- 1C solution support, server rental, licensing
- Management reporting automation



Find out more about our services at bellerage.com

OUR EXECUTIVE TEAM



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FOUNDING MEMBER



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