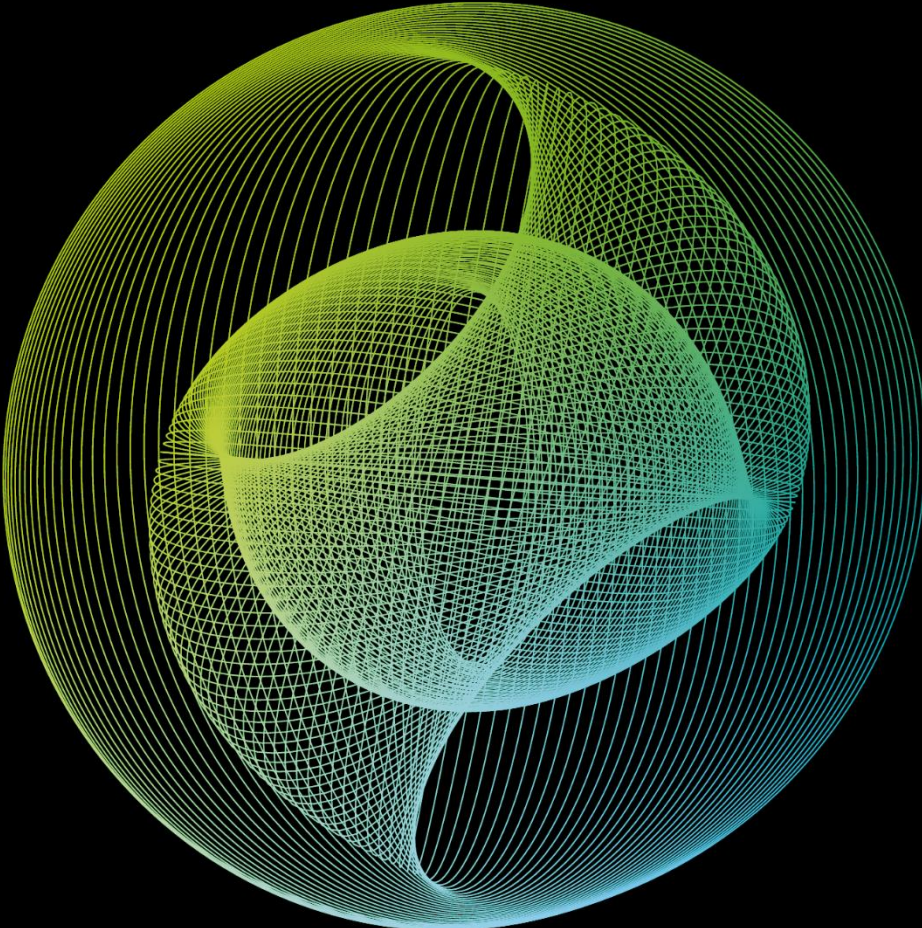


**Deloitte.**



Accounting & Bookkeeping  
Our Services For Businesses





# Who We Are

The Accounting & Bookkeeping service offering specializes in full-outsourcing services provided to clients and aims to effectively meet market demand for an integrated service that covers all compliance aspects under statutory and tax regulations.

Through advanced technological and "plug&play" solutions with a very short lead time, we provide end-to-end management of all processes related to the asset cycle, liability cycle, G/L accounting, closing, reporting, and consolidation, ensuring integration with compliance services in tax (direct and indirect tax requirements management), company services (company secretarial services) and payroll (payroll processing and contract management).

We operate as a single point of contact for comprehensive management of all aspects of statutory, tax, and payroll processing compliance, thus:

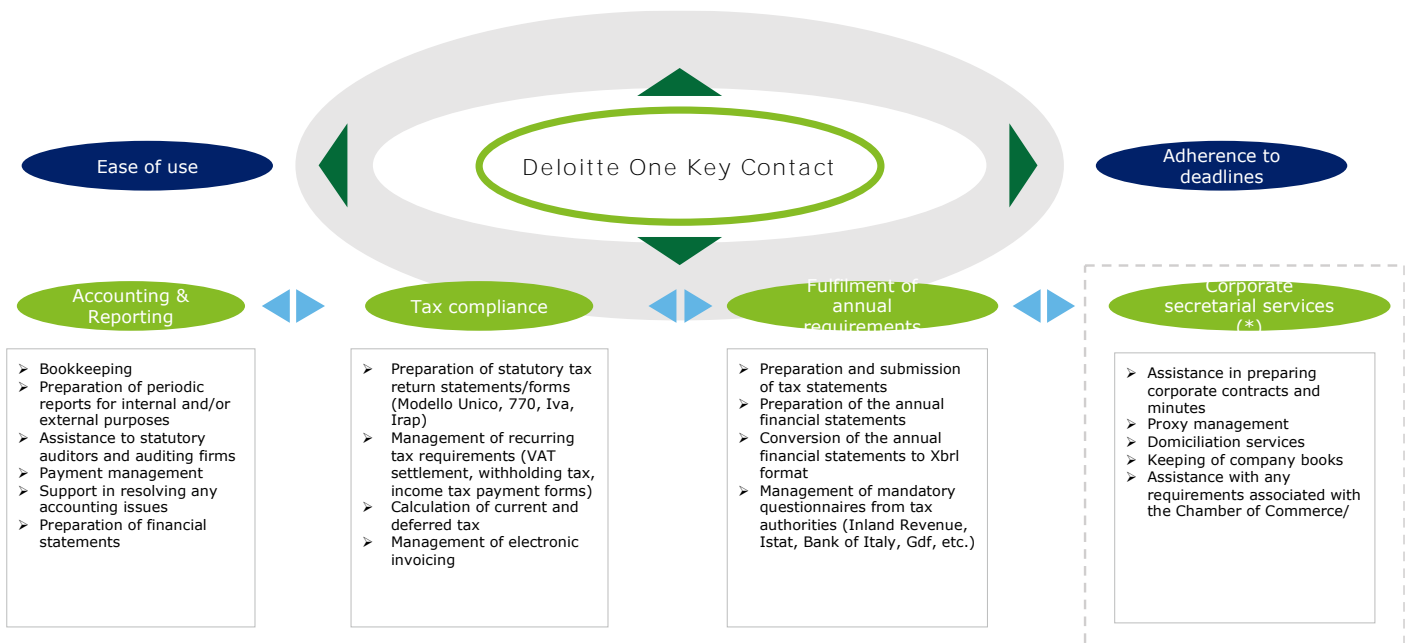
- Facilitating the sharing of all compliance aspects;
- Streamlining the process, anticipating any issues before the deadlines for submitting tax returns and other declarations or associated with statutory requirements;
- Facilitating the communication and bargaining process.

More than 100 resources working across Italy

A dedicated team of professionals with multidisciplinary skills

Over 400 active clients, including users of our Deloitte Digital Hub

Expertise in the leading accounting software applications (SAP, Oracle, Microsoft Dynamics, Netsuite, Business Cube)





# Our Services

- Management of customer and supplier master records.
- Issuance of sales orders and purchase orders.
- Issuance of invoices receivable and receipt of invoices payable.
- Invoice posting.
- Monitoring of collections and related accounting activities.
- Preparation of payments and related accounting entries.
- Expense report management and payroll accounting.
- Preparation of periodic financial reporting under both Italian accounting standards and the primary foreign accounting standards (IFRS and US GAAP).
- Preparation of ordinary, simplified, abbreviated, and consolidated financial statements.
- Conversion of financial statements to Xbrl and I-Xbrl format for listed companies.
- Calculation and payment of monthly, quarterly VAT and withholding tax for professionals.
- Preparation of periodic VAT settlements and Intrastat processing.
- Preparation of Certificazione Unica (CU) forms and tax payment forms (F24) for routine obligations (tax for stamping of company accounting records, chamber of commerce fees, and stamp duty on electronic invoices).
- Management of asset master files and calculation of depreciation.
- Assistance to supervisory bodies (Board of Auditors and auditors).
- Submission and receipt of electronic invoices through our dedicated Deloitte Digital Hub platform.
- Electronic storage services.
- Maintenance, printing, and keeping of accounting and tax records.
- End-to-end management of the process related to Legislative Decree No. 124/2019 requirements.

In addition, through the support of and collaboration with other entities in the Deloitte network, our full-outsourcing services also include the following activities:

- Submission of F24 forms/Intrastat statements, periodic settlements.
- Calculation of direct tax (Ires - Corporate Income Tax and Irapp - Regional Tax on Production Activities), preparation and submission of the relevant payment form.
- Preparation and submission of declaration forms (Modello Unico form for tax returns, VAT return form, 770 form, and Irapp form).
- Submission of CU forms.
- Managing chamber of commerce paperwork (filing of financial statements, change of registered office, assignment of powers, registration of leases).
- Support in corporate secretarial duties (management of convening of meetings, proxies, drafting of meeting and board of directors' minutes, assistance in preparing company books).
- Management of requirements related to payroll processing (preparation of contracts, management of communications to relevant authorities, payslip processing, calculation of social security contributions and deferred charges, preparation and submission of payment forms related to social security contributions and withholding tax, ISTAT adjustment calculation, etc.).



# The Systems We Rely On

We can deliver our services using the leading software products on the market (Sap 4/Hana, Navision, Netsuite, Oracle, Netsuite).

In addition, we can offer our clients our technology platforms, such as:

- Business Cube.
- Business Digital Hub (Microsoft Business Central).
- Deloitte Digital Hub – through the following modules
  - Invoice - for managing electronic invoicing and electronic storage services
  - Date - for managing the scheduling of administrative/accounting activities and deadlines
  - Cam - for managing the flow of chamber of commerce-related paperwork
  - Rent - for managing activities related to the registration of rental contracts
  - Durf - for managing requirements associated with Legislative Decree No. 124/2019
  - Consob - for managing requirements of reporting to Consob for regulated companies in the real estate sector  
it enables instant solutions for managing administrative processes with limited investment and immediate deployment.
- Iris Carbon - for managing activities related to converting financial statements to Xbrl and I-Xbrl format.

All our systems are:

- Secure, they comply with Deloitte's policies and require dual authentication access.
- Scalable, as they need to support our Clients' business growth.
- Always up to date with the latest regulations.
- Ready for use, with short deployment times and requiring limited investment; they are fully integrated to maximize efficiency and preserve data integrity.





# When and Why To Activate Our Services

With over 20 years of experience, Deloitte Business Solution, through its Accounting & Bookkeeping Service Offering, is the perfect choice whenever you decide to entrust a third party with the management of all compliance and accounting/administrative aspects and outsource all the activities of the Finance function so that you can focus on the core aspects of your business.

Moreover, thanks to our hands-on and efficient approach, we can support our clients while they are growing and/or undergoing change, even through temporary solutions - for example, when starting up new operations/companies, or in case of business diversification or when implementing new accounting systems whose set-up requires an activation time inconsistent with compliance requirements or business needs.

Our approach, which is based on a solution with a single point of contact for coordinating the various outsourcing services, enables us to monitor the entire process without dispersing information, anticipating problems and their solutions, and ensuring that our Clients have a single contact person for managing assignments, while also mobilizing and tapping into the Deloitte network for specialized teams whenever the actual need arises.



# Contacts

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