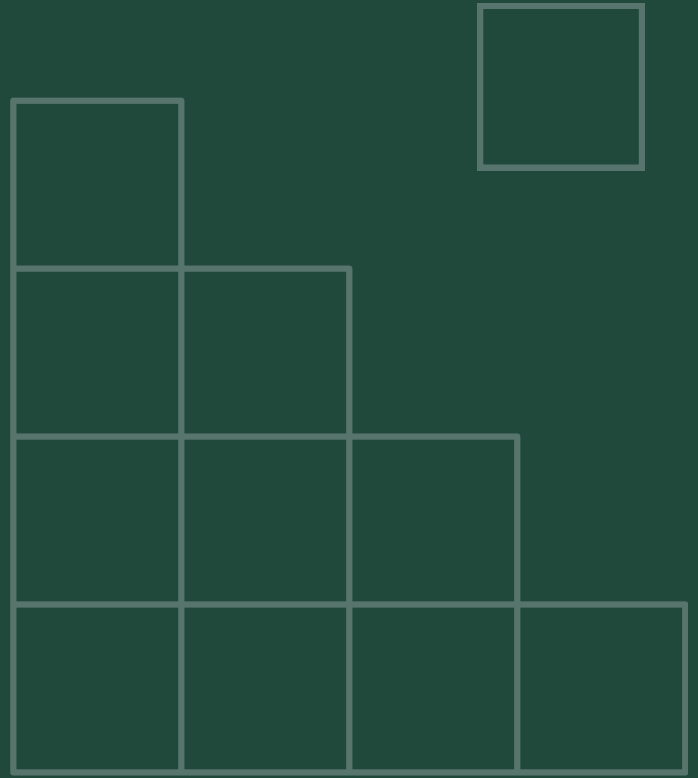


Outsourced Accounting & Advisory

Service & Fee Guide

November 2023



“

With us on your side, you can enjoy **peace of mind**, knowing that you have accurate, reliable, and up-to-date financial information.

NB. The stated fees are applicable for companies earning less than #100m annual revenue.

BASIC (#290k per quarter)

- 1 business branch only
- Monthly bank statement reconciliations (**2 bank accounts maximum**)
- Monthly Financial Reports + 5 KPIs + 45-mins review
- Fixed Assets Management
- Year-End Audit Readiness Support
- 2 x 30-min Business & Financial Advisory sessions

ESSENTIAL (#410k per quarter)

- 1 business branch only
- Monthly Bank Statement Reconciliations (**3 bank accounts maximum**)
- Monthly Financial Reports + 5 KPIs + 60-mins review
- 1 Custom Report
- 60-min Annual Business Planning + 12-Months Budget Preparation
- Fixed Assets Management
- Year-End Audit Readiness Support
- 2 x 45-min Business & Financial Advisory sessions (**cumulative per quarter**)

REAL-TIME (#560k per quarter)

- Up to 2 local business branches maximum
- Real-Time Invoicing
- Monthly Bank Statement Reconciliations (**5 bank accounts maximum**)
- Monthly Financial Reports + 7 KPIs + 60-mins review
- 2 Custom Reports
- 60-min Bi-annual Business Planning + 6-Months Budget Preparation
- Cash Flow Forecasting
- Pricing Analysis & Advisory (**as needed**)
- Fixed Assets Management
- Year-End Audit Readiness Support
- 2 x 60-min Business & Financial Advisory sessions (**cumulative per quarter**)

all packages include: Cloud Accounting Software (subscription + customization inclusive); Dedicated Remote Accounting Team and; Done-For-You Bookkeeping. See add-on services overleaf.

ADD-ON:

- **Additional Branch Accounting:**
 - **Local : #87,000/quarter**
 - **International: #107,000/quarter**
- **Additional Bank Account Reconciliation: #20,000/quarter**
- **Additional Custom Report: #5,500/report (one-off) OR #15,000/report/quarter**
- **Business Planning + Budget Session (60-Mins): #150,000**
- **Pricing Consultation: #75,000**
- **WHT & VAT advisory, computations and remittance: #67,500/quarter**
- **PAYE advisory, computations & remittance: #65,000/quarter (up to 10 employees) + #3,500/additional employee/quarter**
- **Payroll Management: #50,000/quarter (up to 10 employees) + #1,500/additional employee/quarter**
- **Inventory Management for Retail, eCommerce & Hospitality Businesses:**

	OPTION 1 #120,000/QTR	OPTION 2 #170,000/QTR	OPTION 3 #240,000/QTR
Cloud POS/Inventory Management System Customization <i>(Software subscription not included)</i>	✓	✓	✓
Inventory Tracking	✓	✓	✓
Periodic Inventory Reconciliation	<i>Monthly</i>	<i>Bi-weekly</i>	<i>Weekly</i>
Month-end Inventory Valuation	✓	✓	✓
Low Stock & Reorder Monitoring	✓	✓	✓
Monthly Performance Summary	✓	✓	✓
Demand Forecasting	<i>Annual</i>	<i>Bi-annual</i>	<i>Quarterly</i>
Products	<i>Up to 100</i>	<i>Up to 300</i>	<i>Up to 500</i>
Warehouses/Branches	<i>Up to 2</i>	<i>Up to 3</i>	<i>Up to 5</i>

CLIENT TESTIMONIAL



Mrs Stephanie Adu-Mudikongo
(CEO, Colorbox Cosmetics)
colorboxcosmetics.com

"Hi Steph, just wanted to send a quick message, just to give a little testimony and just to encourage you guys with the service that you're offering Colorbox.

Can I just say that I absolutely love the service. You are external, but yet you are so intimately involved in the business. Why do I love that? Because checks and balances are key to any business and you guys provide that. There's no stone left unturned and it just really gives me peace of mind that everything will be caught, everything will be corrected and you are there to support the team because we all know that your team can get overwhelmed.

When you have such a team as yours doing what you do, it really, really, really helps support us, our business and our team. So guys continue the good work.

Chale, you're gonna take over Ghana real soon with this service. Thanks so much and I'll see you soon, bye." *(Transcribed from audio)*

CLIENT TESTIMONIALS



"I like how responsive Charles Ardor are. When I have requests and issues they are quick to answer. And I also especially like that the accounting is personalized to my business and situation.

Oshione Igwonobe
(CEO, Oaks & Olives Ltd)

"Feels very consistent like they're fully integrated into our team and day to day. which is reassuring.

Mena Emuh
(MD, Cececa Nigeria Ltd)
cececa.com



Partner with us?

Our mission is to empower CEOs of growth-phased SMEs with accurate & timely financial insights, streamlined accounting operations, and strategic decision-making support, so they can focus on business growth and expansion.

We have a committed and pro-active team of experienced bookkeepers, accountants and financial advisors with combined experience of over 20 years in accounting, financial & management reporting, tax, strategy and business advisory across various industries and locations.

We are headquartered in Abuja, Nigeria with growing operations that enable us to serve clients, currently, across the country and Western Africa.

CORE TEAM



Stephanie Anyamele, ACA
Founder & Principal



Favour Johnson
Accounting Manager



Ruth Fawe
Operations Assistant

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