



TAX SHIELD OFFICE S.R.L.

Tax Consultancy, Accounting & Payroll

SERVICII DE EVIDENTA CONTABILA

ACCOUNTANCY SERVICES

Servicii de contabilitate generala	General Accounting Services
<ul style="list-style-type: none">Inregistrarea contabila cronologica si sistematica a documentelor primare conform legislatiei in vigoare	<ul style="list-style-type: none">Chronological and systematic bookkeeping of primary documents according to the laws
<ul style="list-style-type: none">Evidenta mijloacelor fixe, calculul amortizarii	<ul style="list-style-type: none">Fixed assets bookkeeping, depreciation calculation
<ul style="list-style-type: none">Evidenta analitica si sintetica pentru clienti si furnizori, a celorlaltor creante si obligatii	<ul style="list-style-type: none">Analitic and synthetic bookkeeping for the clients and suppliers, of other claims and obligations
<ul style="list-style-type: none">Evidenta conturilor de trezorerie (banci, casa, avansuri de trezorerie)	<ul style="list-style-type: none">Accounting of treasury accounts (banks, cash, treasury advances)
<ul style="list-style-type: none">Intocmirea lunara a balantei de verificare	<ul style="list-style-type: none">Monthly trial balance elaboration
<ul style="list-style-type: none">Calculul trimestrial al TVA si al impozitului pe venit/profit	<ul style="list-style-type: none">Quarterly calculation of the VAT and tax on income/profit
<ul style="list-style-type: none">Intocmirea si depunerea declaratiilor privind taxele si impozitele cerute de legislatia in vigoare	<ul style="list-style-type: none">Elaboration and registration of tax declarations according to the law
<ul style="list-style-type: none">Intocmirea raportarilor financiare semestriale si anuale in conformitate cu legislatia in vigoare si depunerea acestora la organele competente	<ul style="list-style-type: none">Preparation of semestrial and annual financial statements according to the legislation and its registration to fiscal authorities
<ul style="list-style-type: none">Completarea Registrului Jurnal, Inventar si al Registrului de Evidenta Fiscala la termen	<ul style="list-style-type: none">Filling in the General Ledger, Inventory and Fiscal Registry in due time
<ul style="list-style-type: none">Intocmirea altor situatii financiare sau raportari catre autoritatile publice impuse de lege si care nu au fost solicitate initial	<ul style="list-style-type: none">Prepare of other financial statements or reports to the public authorities that may be required by law and were not initially requested
<ul style="list-style-type: none">Inventarierea si evaluarea patrimoniului la 31 decembrie, conform legislatiei in vigoare	<ul style="list-style-type: none">Patrimony inventory and evaluation at 31 december, according to the legislation

Servicii de personal – salarizare	Personal - Remuneration services
<ul style="list-style-type: none"> • Redactarea si inregistrarea Contractului de Munca pentru fiecare nou salariat 	<ul style="list-style-type: none"> • Elaboration and registration of the Labour Contract for each new employee
<ul style="list-style-type: none"> • Intocmirea Statului de plata si calculul drepturilor salariale lunare 	<ul style="list-style-type: none"> • Payroll preparation and calculation of the monthly salary rights
<ul style="list-style-type: none"> • Intocmirea ordinelor de plata aferente obligatiilor bugetare si fondurilor speciale 	<ul style="list-style-type: none"> • Preparation of the payment orders afferent to the budgetary obligations and the special funds
<ul style="list-style-type: none"> • Intocmirea si depunerea declaratiilor privind obligatiile catre bugetul de stat si al asigurărilor sociale, precum si catre beneficiarii fondurilor speciale 	<ul style="list-style-type: none"> • Preparation and registration of declarations regarding the duties towards the state budget and the social insurances, as well as towards beneficiaries of the special funds
<ul style="list-style-type: none"> • Elaborarea si depunerea fiselor fiscale pentru salariatii 	<ul style="list-style-type: none"> • Preparation and registration of the fiscal sheets for the employees
<ul style="list-style-type: none"> • Intocmirea documentelor la incheierea, modificarea sau incetarea Contractului de Munca 	<ul style="list-style-type: none"> • Preparation of the documents for the conclusion, modification or cancellation of the Labour Contract

Consultanta fiscala	Tax Consultancy
<ul style="list-style-type: none"> • Interpretarea corectă a legislației fiscale în vigoare 	<ul style="list-style-type: none"> • Correct interpretation of the fiscal legislation in force
<ul style="list-style-type: none"> • Identificarea solutiilor optime, conforme prevederilor legale, pentru stabilirea obligatiilor de plata catre bugetul de stat 	<ul style="list-style-type: none"> • Identification of optimum solutions, in compliance with the legal provisions, in order to determine the payment obligations towards the state budget
<ul style="list-style-type: none"> • Urmarirea termenelor de plata a taxelor si impozitelor 	<ul style="list-style-type: none"> • Keep up with the tax payment deadlines
<ul style="list-style-type: none"> • Reprezentarea intereselor firmei in fata organelor statului, respectiv asistenta in cazul controalelor statului 	<ul style="list-style-type: none"> • Representation of firm’s best interest, respectively assistance in case of authorities control
<ul style="list-style-type: none"> • Raspunsuri la intrebarile generate de problematica fiscala 	<ul style="list-style-type: none"> • Answers to the questions generated by the fiscal problems

Rapoarte si analize	Reports and analysis
<ul style="list-style-type: none"> • Realizarea unor rapoarte si analize complexe, in functie de specificul activitatii si cerintele conducerii 	<ul style="list-style-type: none"> • Preparation of complex reports and analysis, according with activity characteristics and management demands
<ul style="list-style-type: none"> • Calculatie de costuri 	<ul style="list-style-type: none"> • Cost calculation
<ul style="list-style-type: none"> • Expertiza contabila 	<ul style="list-style-type: none"> • Accounting expertise
<ul style="list-style-type: none"> • Refacerea contabilitatii aferenta perioadei precedente 	<ul style="list-style-type: none"> • Restoration of previous period accountancy

Tarife	Fees
<p><u>Microintreprinderi:</u> tarif 300 lei/luna, fara TVA.</p> <p>Servicii de contabilitate, Evidenta personal, Consultanta fiscala, Depunere declaratii.</p>	<p><u>Microbusinesses:</u> fee 300lei/month, without VAT</p> <p>Accounting, Payroll, Tax consultancy, Statements submission.</p>
<p><u>Firme mici si mijlocii:</u> tarife incepand de la 450 lei/luna, fara TVA.</p> <p>Servicii de contabilitate, Evidenta personal, Consultanta fiscala, Depunere declaratii, Rapoarte si analize.</p>	<p><u>Small and midle businesses:</u> fees beginning with 450lei/month, without VAT</p> <p>Accounting, Payroll, Tax consultancy, Statements submission, Reports and analysis.</p>
<p><u>Companii:</u> tarife incepand de la 75 lei/ora, fara TVA.</p> <p>Servicii dedicate in functie de cerintele si necesitatile clientului.</p>	<p><u>Companies:</u> fees beginning with 75lei/hour, without VAT</p> <p>Dedicate services according with client demands and necessities.</p>

Misiunea noastra
Sa fim un scut in lupta cu fiscalitatea covarsitoare.

Our mission
To be a shield in the battle with overwhelming taxation.