



M. Michaelides Accountancy Services

Accounting :

- Maintenance of Proper Books and Records for all type of Business
- Vat Registration, Computation, Administration & Submission to Authorities
- Preparation of monthly /quarterly / yearly accounts for management purposes.
- Issuing of Customer/Supplier Monthly Statement & Ageing Analysis
- In-house maintenance of clients accounting records
- Reconciliation of Bank/Suppliers Accounts
- Fixed Assets Registry & Reporting
- Inventory Control Services

Payroll:

- Registration of company and staff with the Income Tax Office and Social Insurance Department
- Prepare the clients weekly or monthly payroll
- Preparation and submission of monthly and annual tax returns
- Maintenance of payroll records
- Monthly or weekly security sealed pay slip, incorporating your logo
- Managing payment of employees with Banks
- Customized reporting, including departmental analysis
- Ensuring the payment of salaries, taxes and social insurance contributions
- Submission of relevant reports to necessary recipients

Banking :

- Assisting with the setup of bank accounts
- Set-up of bank payment systems

Auditing:

- Audit of Financial Information, including statements prepared in accordance with International Finance Report Standards (IFRS) in co-operation with any audit firm

Other Services:

- Advisory services on accounting and other financial matters
- Administration services

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