



**avantges**®

Accounting, Tax Compliance, HR & Payroll  
solutions for your Company, no matter its size

# Accounting

**Accounting is one of the most crucial functions in any company.** Accurate and up-to-date financial data, enables company owners and executives to make the right decisions and better manage their companies. Moreover, statutory accounting requirements are different in every country. Whatever the size of your company, if you are struggling with the burdens, costs and risks of accounting in Spain, we can help you.

**At Avantges we are more than just accountants.** We will draw up your annual accounts but also make recommendations to help you improve your accounting. And we go further than just reporting your current figures. We will put these in context, comparing them to previous years' figures while keeping an eye on the evolution of your company's activity. We believe this is the only way you will get a comprehensive view of your business.

Our team of specialized accountants can help you tackle a wide range of accounting needs, including:

- General accounting and bookkeeping services, including general entries, Accruals / Provisions, Monthly closings, Bank account reconciliations, Depreciation process, etc. Our experts will process and record all the financial data in accordance with Spanish commercial code and Spanish GAAP (Plan General Contable).
- Preparation of financial statements and delivery of a monthly and quarterly management report. We will make sure that your financial information –drafted in English – is delivered on time, every month, in a format agreed with you.
- Monthly cash flow and Budget Forecasting and Analysis.
- Maintenance of Fixed Asset Register.
- Assistance for external audits.
- Preparation and reviewing of your Year-End accounts.
- Preparation and filling of your company's Annual Accounts with the Spanish Mercantile Register (Registro Mercantil).

And, of course, you can choose the level of service you need. You may want us to prepare your annual statutory accounts or provide a fully bespoke accountant solution, including all or several of the above described services.

Whatever the needs and size of your company, gaining better control over your company's accounting function will enable you to focus on more strategic aspects of your business.

## INTEGRATED SOLUTION:

**Accounting and Tax compliance outsourcing services can be provided in isolation or as part of an integrated solution – which may include also our Payroll and HR outsourcing services - which increases the economy of scale and eradicates the burdens of managing multiple suppliers.**



# Tax Compliance

Managing tax compliance has become increasingly complex in Spain with constantly changing assurance, regulatory and tax compliance requirements. Companies are reassessing how they meet their tax obligations. Against this background, Avantges focuses on supporting companies with their tax compliance in a reliable, efficient and cost-effective manner while ensuring that the risk is managed effectively.

## HOW WE CAN HELP YOU:

We're passionate about corporate tax compliance – we work hard to provide you with the best service possible, individually tailored to your situation. Thanks to our market-driven approach combined with a standard global compliance process and advanced technologies you will have the access, visibility and control you want.

Our talented people, extensive compliance experience and unwavering commitment to quality service enable you to build strong compliance, reporting foundations and sustainable tax strategies to help your business grow and achieve its goals.

Avantges' tax compliance framework addresses the needs of organizations of various sizes and complexity, offering a wide range of tax compliance services, including the following:

- Obtaining tax registrations.
- Corporate Income Tax Return ("Impuesto de Sociedades") – Preparation and filling.
- Collecting the relevant data and preparing, reviewing and filing (efiling) periodic tax returns -on a monthly or quarterly basis, depending on the size of your company-, including VAT, IRPF (Personal Income Tax), Intraestat, etc.
- Local taxes: preparation and filling.
- Obtaining VAT refunds and managing repayments of overpaid tax.
- Dealing with Spanish Tax Authorities (AEAT) correspondence in the context of an enquiry including advice on the suggested course of action required to respond to the enquiry and drafting of replies to AEAT if required.
- Review only: Where you have prepared the computation we can offer a review of the computation, return and the financial statements to provide you with piece of mind prior to submission, and to identify possible opportunities for reducing your tax liability.
- Acting as your fiscal representative in Spain.
- Access (24/7) to our web-based collaboration and workflow tool, which provides clients with easy visibility and control over their tax compliance processes; being also used as a trusted record of the tax filing position and a suitable audit trail.



# Payroll + HR

Payroll is not just about paying people, but well managed payroll processes reduce costs and mitigates compliance risk. Working with a payroll specialist is your best choice to overcome the challenges of legal updates, zero-error operations, technology integration, and compliance.

In addition, our HR consultancy services are structured to facilitate value creation that helps to maximize performance and productivity and contributes to generate a competitive and sustainable advantage for our clients' organizations.

Whether you need basic payroll or Payroll plus HR support, Avantges can help you. Below you will find a list of our main services.

## PAYROLL

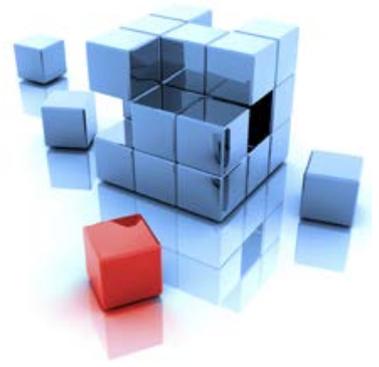
- Processing the monthly payroll: recording permanent and variable data, changes in individual situations, calculating monthly payslips, and preparing the bank transfer orders.
- Producing standard and personalized monthly reports.
- Advising on what costs are involved in employing people in Spain.
- Advising on the best employment contract on a case by case basis.
- Registering your company and employees with regulatory authorities.
- Taking care of all the Social Security and withholding income tax payments.
- Access (24/7) to our web-based collaboration and workflow tool AvantNet, a dedicated and secure portal that places critical information (payslips, social security contributions, labor costs and much more) in your hands anytime.
- We are certified by the Social Security office. This enables us to have direct access to Social Security Authorities, send all documents electronically, obtain official certificates for our clients, etc.

## HR SOLUTIONS

- Implementation of flexible/variable remuneration systems.
- Development of a remuneration in kind strategy.
- Incentive compensation plans.
- Employee Training Programs. Consult us about how you can benefit from subsidized training.
- Risk management.
- Employment contract wording: special clauses (non-compete, confidentiality, exclusivity, etc.)



# Other services



## COMPANY SET-UP

We count with an extensive experience, gained over many years, in the formation of companies in Spain. We assist our clients even before they land in Spain, advising them about the best way of setting up their business (e.g. by establishing a representative office, a branch, a resident company -S.A. or S.L.- or a franchise).

Once the decision is made, the incorporation process may take no longer than 7-8 working days, including the 6 following steps:

- 1 - Application for the company's name and NIE number/s.
- 2 - Opening of the bank account where the share capital has to be deposited.
- 3 - Drafting of the By-Laws.
- 4 - You come to Spain to execute the Incorporation Deed at the Notary's.
- 5 - Application for the new company's tax ID.
- 6 - We file the Incorporation Deed with the Mercantil Register.

## INVOICING

When making business in Spain, your company will be required to issue tax invoices for its transactions and in accordance with the requirements established in the Spanish Invoicing Regulation. However, said regulation allows you to outsource invoicing to a third party.

Avantges Invoicing Service provides businesses with access to highly skilled professionals that take over the labor-intensive and routine processes that impede agile financial decision making. Our service includes computerized set-up of invoices, monthly invoicing, and a monthly accounts receivable report. Invoices are validated to ensure each invoice contains the required data needed to be 100% compliant and achieve the highest levels of automatic matching to purchase orders. In addition, monthly process reporting is proactively undertaken to ensure continuous improvement across the invoice handling process.

With our Invoicing service your company will keep turnover under control and be compliant with VAT rules as well as with the requirements established in the Spanish Invoicing Regulation.

## PROVISION OF REGISTERED OFFICE

A registered office is the registered address of a limited company. It must be a physical location in Spain at which official documents can be served. It will be held on public record at the Companies Registry, available to everyone.

Our service will provide you with a central Barcelona or Madrid address – prestigious corporate address located in the business district- for legal and tax purposes, which you can then give to your clients.

In addition, thanks to our Mail Forwarding Service your incoming mail will be processed efficiently, professionally and quickly, allowing you to concentrate on other aspects of your business. With no additional cost, junk mail will be automatically filtered so you only receive the pieces of mail that are essential to your business.

# Why Outsourcing

The benefits of outsourcing vary greatly, depending on the applications to be outsourced and the organization's resources. However, it is a fact that in today's competitive economy, the accounting, as well as the tax and payroll functions are gaining importance every day and there are several reasons why outsourcing said functions makes sense for almost all employers, regardless the size of their company.

In this respect, it is worth mentioning that outsourcing is no longer just for large companies. Today's technology makes outsourcing more affordable and smaller companies can now benefit from an increase of efficiency and growth that outsourcing their accounting, tax and payroll functions can offer.

So what are the top reasons why outsourcing makes sense for your company, regardless its size and volume?

## COST SAVINGS

Outsourcing will reduce your internal costs by decreasing your payroll while allowing your company to focus on its core competencies.

## ACCESS TO TALENTED PROFESSIONALS

You'll have immediate access to some of the best and brightest professionals.

## TIME SAVINGS

When you outsource, you don't have to spend time recruiting, hiring, training, and housing employees.

## IMPROVED COMPLIANCE

Outsourcing will reduce your concern with legal compliance issues and will increase flexibility to meet changing regulatory requirements.

## FOCUS ON WHAT YOU DO BEST

Outsourcing will let your team focus on your core organizational functions.

## FLEXIBILITY

When you outsource, you may vary the resources from time to time in accordance with your real needs.

## ENHANCED ACCURACY

Outsourcing will improve work accuracy in terms of given deadlines on a project.

If you are still struggling to find affordable employees, equipped with the necessary qualification and capabilities to perform well in your accounting, tax and payroll functions, please call us and let us explain what we can do for you.

# Why Avantges

Why Choose avantges? Several are the reasons why we strongly believe avantges is the right partner for your business in Spain:

## One-Stop-Shop

By having corporate/tax lawyers, accountants, and payroll specialists under the same roof (in the same office), we make sure we offer a comprehensive service and all your business needs are covered by one single provider.

## Vast experience advising foreign clients

We have been offering our services to international corporate clients for more than 15 years now. We know what your needs are and how to deal with them: establishing the proper relation between the parent company and the Spanish subsidiary, getting a NIE and social security ID for the company directors, getting a Tax Identification number in Spain for the mother company, proper financial reporting to the mother company, etc.

## Certified by Spanish Public Administration

We are certified by both the tax authorities and by the social security office. This enables us to have direct access to both bodies, send all documents electronically, obtain official certificates for our clients, etc.

## On-line access to your data through AvantNet

AvantNet is our web-based collaboration and workflow tool which is designed to provide clients with easy and secure ongoing access (24/7) to their company's information, including employee's payslips, completed tax returns, up to date accounting information, social security contributions, and much more. The information is constantly updated and you will be able to download all your key documents at any time.

## Multilingual team

All our professionals are not only fluent in English and/or French, but are also used to draft all documents in said languages (By-laws, commercial contracts, employment contracts, etc.).

## Cost-effective and Transparency

Every client's needs are different. Avantges will analyze your needs in order to deliver our services in the most efficient and cost-effective manner. Thanks to our Fixed Pricing Methodology you will know all costs in advance, and will pay only for what you need, with no surprises.

No matter the size or your company, whether you are public or private, and in what industries or sectors you do business, we can help you set-up your business in Spain, work smarter and reach your goals. Have a look at the services we offer and do not hesitate to contact us for any further information you may require.



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