



# MC Accounting Michał Cieśla

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Dear Client,

Below you will find a detailed scope of the services I provide:

## **Bookkeeping services:**

- Comprehensive accounting for companies, foundations, associations, and sole proprietorships.
- Recording financial transactions in compliance with applicable laws and regulations.

## **Simplified Accounting:**

- Management of the revenue and expense ledger (KPiR).
- Handling flat-rate income tax and tax card settlements.

## **Tax Compliance and Settlements:**

- Preparation of tax declarations (VAT, CIT, PIT, JPK) and submission of JPK files.
- Tax compliance verification and ongoing monitoring of tax obligation.

## **Financial Reporting and Analysis:**

- Preparation of financial statements, including balance sheets and profit and loss accounts.
- Financial analyses and support in strategic business decision-making.

## **Support During Tax Inspections:**

- Preparation of documentation required for tax audits and inspections.
- Representation of clients before tax authorities and other institutions.