

# AGREEMENT ON KEEPING ACCOUNTING and PAYROLL ACCOUNTING

## PROVIDER

and

## CLIENT

**Kateřina Porubanov**

.....

**Tuřansk nm. 35**

.....

**620 00 BRNO**

.....

**IO 68039328**

**IO:.....**

**DI: is not VAT registered company**

**DI:.....**

(hereinafter referred to as the provider)

(hereinafter referred to as the client)

## I.

Provider undertakes to keep client's accounts and payroll processing to the extent of article II. According to applicable laws and other legislation, especially according to the Accounting Act.

The client undertakes to pay for accounting, made under this contract, to provider the payment under Article V.

## II.

Agreed scope of services and scope of work:

- receipt and accounting of accounting documents
- drawing up and delivery of tax returns and reports to the competent authorities in the statutory deadlines
- complete tax, accounting and payroll consultancy
- processing of employment contracts, contracts for work and agreement on the work activity including termination of employment agreements and contracts
- payroll calculations, drawing up reports on the Social Security Administration and Health Insurance Company, recapitulation of salaries and payslips
- employee login and logout on the Social Security Administration and Health Insurance Company
- processing of annual settlement of taxes for employees and for the organization and processing registration form of Pension Insurance
- processing other mandatory agenda under the income taxes law and social and health insurance law
- representation of the client and participation during tax inspections and negotiations with the financial authorities, the Social Security Administration and the Health Insurance Company, including appeals

The first processed period is: .....

Items not listed above are not covered by this contract (e.g. making out a property transfer tax return) and can be addressed by an addendum to this agreement or in a single order.

### **III.**

The client is obliged to submit to the provider all accounting documents related to client's business regularly and no later than 15 days after the accounting period end. Documents relating to payroll is client obliged to submit no later than 10<sup>th</sup> day next month. In the event of the expiry of the term, in which the client does not submit the financial documents to the provider, bears client full responsibility for any additional tax and penalty sanctions.

The client is obliged to provide full assistance to the provider in explaining the purpose of payments received and issued and justification of the accounting transactions and physical inventories.

### **IV.**

The provider is obliged to account for presented accounting documents properly, on schedule and according to the law, and transfer properly processed results in the agreed or statutory deadlines.

The provider is entitled to return an accounting documents, which for formal deficiencies or other defects in terms of the evidential force and credibility can not be properly accounted for, to the client. In the case of return of the disputed documents is the provider entitled to make their list, such as transfer document.

The provider assumes full responsibility for damages resulting from the breach of confidentiality about facts obtained and found out at accounting for the client.

The provider has all responsibility for proper accounting on conditions that are set out in paragraph III.

### **V.**

Price depends on number of accounting document in given month. The cost per accounting document is CZK 30 for client that is not VAT registered and 35,-- for client that is VAT registered. A minimum invoice amount is per 50 accounting documents. An account statement is assumed to be one accounting document. If the accounting documents are entered properly in the accounting software by the client, then we provide 50% discount off invoiced price on accountancy. Price for payroll processing is arranged at CZK 150 for each processed wage of an employee to full-time employment and CZK 30 in the case of contracts for work or agreement on the work activity. The remuneration is paid monthly on the basis of the tax document issued

by the provider.

In the case of late payment is the provider entitled to establish a contractual penalty of 0.1% per day, of the invoiced amount.

If delay of the payment will be longer than 60 days, then is the provider entitled to suspend work and does not supply the processed results of accounting to the client.

**VI.**

This contract can be modified only by a numbered addendum with signatures of both parties. The treaty was drawn up in duplicate and each contracting party shall receive one copy.

This contract can be terminated without a cause, with one-month notice period from the day of receipt of the notification by the other party.

This contract shall enter into force upon signature of both parties. The contracting parties declare that they have read the text of this contract, understood its content and as a sign of the fact that the contract's content corresponds to their actual and free will, sign it.

Done in Brno on.....

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provider

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client