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compliance  
FINANCE  
privacy  
technology  
banking  
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shareholder  
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guidelines  
standards  
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# LEAP

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Leap is a leading Tax & management consultancy firm based out of Kochi, Kerala.

We provide a full range of accounting, taxation, management and financial service geared towards assisting small to medium sized companies. We have been retaining our prestigious clientele by consistently offering them with our error free, cost effective and quality services over the years.

We constantly engage in research and keep on implementing innovative and the best practices to improve our performance and output.



## OUR SERVICES

We understand that accounting, tax formalities and the paper work involved in running a business can be stressful and time consuming.

Our job is to take on those tasks and free up the business owner to focus on what he or she does the best- meeting customer demands and growing a successful business. Our commitment is to perform the tasks entrusted on us with professionalism, integrity and accuracy.

- Internal Audit
- Filing of Income Tax returns
- Service Tax Registration & periodical return filing
- KVAT/CST Registration/ periodical return filing
- E filing of TDS returns
- Book Keeping & Accounting
- Incorporation of Company/LLP/ Registration of partnership firms
- Company/LLP annual Filing
- Loan Financing/Project report
- New PAN/PAN correction
- New TAN/TAN correction



### **Internal Audit:**

Measuring and evaluating the effectiveness of the working of an organization in terms of accounting, financial and operational matters.

#### **1. Compliance to All the laws, rules and regulations governing the operations of the organization**

We assist our clients to establish procedures to comply with the following:

1) Service Tax Regulations. 2) KVAT , CST and Works Contract Tax provisions. 3) Income Tax related provisions. 4) TDS provisions. 5) Companies Act

#### **2. Analyzing the effectiveness of existing systems of internal control to prevent errors, frauds and misappropriations.**

We assist our clients to establish procedures to assure following:

1. All transactions are completely and accurately processed.
2. Adequate documentation supporting transactions are created and retained.
3. The company's assets and liabilities are correctly stated
4. The risk of fraud and misappropriation of assets has been minimized.

#### **3. Development of Internal Control system**

Small to medium enterprises require an internal control mechanism in order to monitor their modus operandi and to analyze whether they are achieving their goals.

A tool for the decision support process has been developed by us based on a case-based reasoning system that automates the internal control process.

## 4 Stock Audit

Are your inventory records well-kept? Differences in the actual stock and inventory records normally points to some negligence or fraudulent activities.

Does your business have unrealistic quantities of outdated or unsalable items? Inventory audit may not provide a solution, but it will at least expose the ineptness on part of your inventory or sales management systems.

We assist you in anomalous overstocking (stock in excess) or shortages in your inventory levels, which is again an indication of ineffective inventory management, or shortcomings in making new purchase orders.

We cover the following area under stock audit

1) Physical verification of stocks. 2) Valuation of stocks. 3) Valuation of obsolete/Non moving stock. 4) Age wise categorization of stocks. 5) Review of the stock valuation system. 6) Determination of the drawing power

## 5 Financial reporting

Accurate financial reporting helps small business owners to have a control mechanism by which any irregularities (expense abuses, pricing issues, etc) in the financial performance of the company can be identified and rectified at the same instant.

Financial reporting give answers to many questions like the following

1. Can this company take on additional debt or is it already overleveraged?
2. Can it meet its current obligations with cash and other current assets that can be converted into cash?
3. Has this company maintained or improved its sales and profit margins compared to prior years? If not, what has caused them to decline?
4. Is cash flow after core operations sufficient to meet all debt obligations and still leave excess cash to reinvest in capital assets like vehicles, machinery & equipment?

Without accurate financial reporting, management would have no idea of how profitable, how leveraged, how liquid, nor how efficient their business is.

We cover the following area under financial reporting

- 1) Profitability analysis- monthly/quarterly/yearly.
- 2) Bank reconciliation statement.
- 3) Sales analysis product wise/ branch wise.
- 4) Preparation of cash flow statement.
- 5) Receivable/ payable analysis.
- 6) Contribution margin analysis.
- 7) Comparison of profitability- budget vs Actual with variance analysis.
- 8) Ratio analysis

## **6 Budgeting & Forecasting**

In today's dynamic business environment where profit margins are squeezed and businesses are forced to operate with lower costs, budgeting and forecasting are the most important financial disciplines to be taken care.

Business budgeting is one of the most powerful financial tools available to any small-business owner. A good short-term and long-term financial plan enables you to have a great control over your cash flow.

We cover the following area under Budgeting & Forecasting

1. Capital Budgeting: Capital budgets are directed towards proposed expenditures for new projects and often require special financing.
2. Operating Budget: The operating budgets are directed towards achieving short-term operational goals of the organization like
  - a) Sales budget.
  - b) Production budget.
  - c) Administrative expense budget
- 3) Financial Budget.
- 4) Cash budget.
- 5) Budgeted profit & loss A/c

Our expert recommendations based on the report will also help you enhance the productivity and profitability of your business.

## TDS Returns Outsourcing Services:

Our expertise, knowledge and error free methods help you get the following done with ease:

1. Preparation and filing of quarterly e- TDS return
2. Issuance of periodical TDS certificate.
3. Tax planning related to salary- monthly deduction and payment of tax etc.
4. Preparing and filing correction statements.

## Filing of Income Tax returns

1. Filing of income Tax return- Others

Our services help you save time and effort; we will prepare and file Income tax Returns for Individuals, Firms & Companies. Our expert advice can save you tax and we also plan your income tax through our investment planning services.

## Service Tax Registration & periodical return filing

Our dedicated professionals serve you by getting the Service Tax Registration done, and also carry out the day to day compliance requirements related to service tax like deposition of service tax and preparing / filing of service tax returns, maintenance of related records, etc.

## Company/LLP Annual Filing

It is mandatory for Companies and LLP to e file their annual returns with MCA. We prepare and file your annual return with MCA

## KVAT/CST Registration/ periodical return filing

We offer our expertise through our consulting services in the following areas:

1. KVAT, WCT and CST Registration
2. Consultancy service relating to KVAT, WCT & CST
3. Monthly/Quarterly/half yearly & Yearly return preparation & filing

## Incorporation of Company/LLP and Registration of Partnership Firm

For establishing any new firm, company or LLP an elongated and tiresome company registration process is required. We make this job easy for you through our expertise in Company Registration services for New Company Formation, in accordance with government norms and regulations. Our Services for start up businesses include:

1. Identification of the form of entity (proprietary firm, partnership firm, private or public limited company, LLP) it can operate as.
2. Facilitation for the statutory compliances for start ups.

## Loan Financing/Project report

We offer our customers a wide range of Project Financing & Loan Arrangement services like

1. Preparation of project report
2. Making loan arrangement including cash credit limit, term loan and project loan for business
3. Home Loan
4. Personal Loan
5. Loan against property

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