

YOUR MOBILE ACCOUNTANT



CLIENTS' INDUSTRY



Real Estate



Labor Union



Clinic



Retailer



Service Provider



*I am a Certified Public
Accountant and these are my
commitment to my clients*

Quality

Efficiency

*Personalized
Care*

-Ruth Anne A. Miguel, CPA



QUALITY

*I am committed to give my
clients high quality services
that will suit their
organization.*

I understand that in business time
wasted is an opportunity lost or cost
incurred.

Hence, speedy disposition of quality
services is my utmost priority when
dealing with my clients

efficiency



It's not just

Business

It's personal, too

I take my clients seriously. I ensure that I understand the nature of their business so that they can be assured that the services I provide are apt to their organization.



MY PROFESSIONAL SERVICES

Accounting/Bookkeeping of Business Transactions from Source Documents and maintaining the following books of accounts:

- **General Journal**
- **Cash Disbursements Journal**
- **Cash Receipts Journal**
- **General Ledger**
- **Other books that may be needed or requested by client**

Accounting & Bookkeeping



Filing of Tax Returns – It includes, but not limited, to the following:

Percentage Tax Return (2551Q)

Monthly and Quarterly VAT Returns (2550M and 2550Q)

Monthly and Quarterly Creditable Income Tax Withheld at Source (0619e and 1601eq)

BIR Form 2307

Monthly Withholding Tax on Compensation (1601C)

Annual Information Return of Income Taxes Withheld on Compensation (1604cf)

Certificate of Compensation Payment/Tax Withheld (2316)

Quarterly and Annual Income Tax Returns

Other Tax Returns that are applicable to the client

Drafting of Financial Statement and Other Reports –

We provide at the very least the following financial statements:

- **Balance Sheet/ Statement of Financial Position**
- **Income Statement/ Statement of Comprehensive Income**
- **Cash Flow Statement**
- **Statement of Changes in Equity**
- **Notes**
- **Other reports that are customized based on the financial information requirement of clients**

Balance Sheet

ASSET

Current asset

Cash

(44

(13.

An isometric illustration of a modern office space. In the center, a large, glowing orange and yellow sign with the words "STARTUP COMPANY" in white, bold, sans-serif capital letters is mounted on a stand. The office features white cubicles with glass partitions, wooden desks, blue office chairs, and a television mounted on a wall. The floor is a mix of light blue and pinkish-red tiles.

STARTUP COMPANY

Start-up Activities

-which include business registration and permit application to various government agencies.



INTERNAL CONTROL

Process Review and Improvement –

We can design accounting and internal control processes that are suitable to the clients' nature of business.



Advisory/Consulting Services

A hand in a dark suit jacket holds a glowing magnifying glass over a network diagram. The diagram consists of several blue circular icons, each containing a white silhouette of a person. These icons are connected by white lines, forming a branching structure. The magnifying glass is positioned over one of the icons, which is brightly lit with a warm, orange glow. The background is a blurred image of a person in a suit, suggesting a professional or business context.

We would like to hear from you:

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Thank you!!!