



White Paper

Accounting & Financial Services

Vital Link Outsourcing

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1.0 Introduction

Vital Link Outsourcing is a leading provider of UK Accounting & Financial Services. We exclusively work with small and mid-sized Accounting firms such as yours taking over the entire book-keeping and accounting tasks.

Founded by Chartered Accountants and run by Chartered Accountants, our accounting team comprises of qualified & semi-qualified Chartered Accountants having in-depth experience in handling UK Accounting & Financial related jobs in compliance to UK Accounting standards.

Vital Link Outsourcing is successfully serving various UK Chartered Accountancy firms such as yourselves and provides services with best quality, within the stipulated deadlines.

We possess the financial strength, infrastructure and managerial skills necessary for handling all your Accounting and Book-Keeping requirements.

2.0 Our Range of Services

Vital Link provides a complete range of book keeping services from preparation of basic accounts to meeting all regulatory, VAT, PAYE and other statutory compliances.

Our range of Services Includes but are not limited to:

- Entry of transactions
- General Ledger
- Assets /Equipment Ledgers
- Expenses Ledger
- Accounts Receivables
- Accounts Payables
- Ageing Report & Summaries
- Bank Reconciliation
- Financial Statements Preparation
- Cash Flow Statement
- VAT Returns
- Corporation Tax Returns

3.0 Our Team of Accountants

Our accounting team comprises of a Project Manager who is a Chartered Accountant & semi-qualified accountants proficient in handling complete book-keeping till the finalization of accounts.

We have a 2 stage process to enhance quality, where the accounts prepared by the team are verified thoroughly by our Project Manager.

4.0 Pricing Models

Vital Link Outsourcing's Pricing Model's offer you the freedom to choose the appropriate model, as per your requirement. These models help in assessing risks and assists smooth process of the outsourcing flow. Depending on the Project type, complications and timelines, you can choose from the following engagement models.

- **“Hourly Basis Rate” pricing model**
- **“Shared Business Services” Model**

No.	Particulars	“Hourly Basis Rate”	“Shared Business Services”
1.	Best Suited for	Irregular volumes of jobs	Predictable & Regular volumes. Fixed processing capacity needed.
2.	Target CA's	Smaller firms with 4-5 Accountants	Larger firms with 10+ Accountants
3.	Mode of Pricing	Variable. Pay as you use	Fixed Monthly
4.	Team Control	Vital Link Project Manager heads the team of accountants and follows up with the CA	Project Manager and team directly report to the CA
5.	Role of Vital Link	Responsible for delivering on time within deadlines & maintaining the quality of work	Since teams directly report to the CA, the client overseas work priorities and team deliverables
6.	Vital Link provides	All support, IT software etc that is needed to deliver.	Office space, IT, Infrastructure, support & Project Management
7.	Billing/ pricing	Pre-decided Hourly rate. Monthly invoice raised for jobs completed based on pre-sanctioned billing per job	Consists of two components <ul style="list-style-type: none"> • Service cost per seat provided • HR markup for each employees' salary.

5.0 Software Compatibility

- Vital Link processes the accounts in the software of your choice.
- We work with SAGE, VT or IRIS.

6.0 Process Migration Steps

Vital Link Outsourcing adopts various methods to migrate the process offshore. Normally in a relationship the following are the Process Migration Steps:

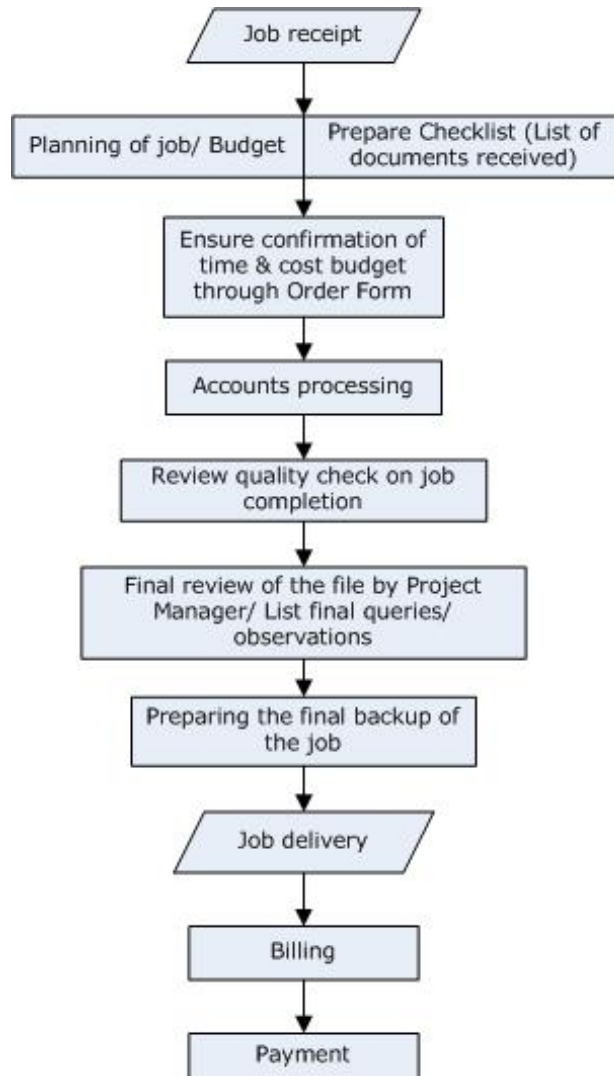
1. **Signing of Service Level Agreement's:** An agreement will be signed by both of us.
2. **Identifying the Project to be outsourced:** You will then specify the job to be processed which may include year-end accounts, book-keeping, management accounts, VAT, PAYE, etc.
3. **Technical Environment Set-up/FTP setup:** Vital Link will assist you with regards to setting up the FTP for document transfer. Similarly other needed technical support would be provided by Vital Link constantly during the process duration. For example, if FTP is not feasible then Email can be used in certain cases.
 - a. **Training, if required:** The training depends on the nature of the project and the software's used as specified by you. Vital Link will assist in setting up the training sessions online.
4. **Preparation of "Checklist" & Cost Estimation:** Vital Link will scrutinize the documents and prepare a checklist specifying the list of documents sent for preparation of accounts, as also determine the cost & effort estimation needed for the job.
5. **Confirmation of the Cost Budget via "Order Form":** The cost budget is set depending on the Pricing Model chosen. Following which the Order Form is to be filled accordingly by the Accounting Firm.
6. **Live Processing**

7.0 Our Working Process

- We typically receive all documents either as email attachments or as scanned images on our secure FTP server.
- After receiving the documents we carry out a checklist and submit an inventory of the items received from you. At this stage we also give you a time estimate and cost estimate to complete the job. Queries, if any, are also raised at this point.
- Once you approve of the same, the job is then assigned by the Project Manager, who is a Chartered Accountant to one of the semi qualified assistants.
- The job is then completed and a final review / quality check is done by our Project Manager, thus ensuring a two stage process.
- After the same is found to be OK, we then send you the accounts and all relevant files.
- Billing is done at the end of each month for completed accounts and payment is expected within 15 days of raising the invoice.

8.0 Process Flow Chart

Below is a brief lay-out of the process.



9.0 Data Security Measures

- Each Vital Link employee signs a security policy document which is part of our recruiting procedure. Severe penalties are imposed and specified in the document to prevent security breaches.
- Vital Link has its own secured FTP servers which are kept at our ISP's IDC (internet data center).
- All incoming and outgoing data is routed through leading Anti Virus (Symantec end point) servers which scan data for viruses. Virus definitions are updated daily and all computer systems are automatically scanned daily.
- All in bound & out bound internet requests are passed through our dedicated Firewall which comprises of anti-spam, gateway level anti-virus protection, content filter, IP Security, VPN facility.
- Vital Link maintains proper Data Security measures and provides for the safe custody of Client Papers and any other confidential information arising out of or in connection with the provision of the Accountancy Services and uses all reasonable endeavors to prevent unauthorized access to Client Papers and such information.

10.0 Advantage Vital Link

- Well trained personnel proficient in VT, SAGE, IRIS and other leading UK accounting software's
- Vital Link has the capacity to distribute jobs internally based on their priority or urgency.
- Vital Link comprises of over 30 accountants. So at any point of time we have more team members that we can allocate to your work and ensure prompt delivery
- Quality Service levels are constantly tracked and improved
- Quicker Turn Around Time (TAT)
- Immediate savings in time and substantial savings in cost
- Flexibility and Resource Maximization
- 24/7 Access

Want to explore establishing a relationship with us?

Email us at: vital.sales@vitallinkcorp.com

Or call us on the local UK number: 203-371-7595