Bookkeeping support. A defined review hand-off.

WORKING BRIEF FOR OVERSEAS BOOKKEEPING, CPA & ACCOUNTING FIRMS

India-based preparation support for recurring bookkeeping, month-end schedules and management reporting. Your firm retains the client relationship, accounting decisions and final review. This brief helps define the first assignment.

The firm: Established in 2022; based in Thane, Maharashtra, India. ICAI firm registration number 158694W. Existing overseas bookkeeping/accounting work includes USA and Dubai clients. UK, Singapore and other-market enquiries are assessed for capability and suitability. No overseas office or local licence is implied.

Work that can be discussed

Preparation area	Agreed working output
Bookkeeping and reconciliations	Transaction coding, bank/card reconciliations, supporting ledger schedules and an exceptions list.
Month-end and catch-up work	Opening issues, proposed journals, balance-sheet schedules and period-end workpapers for your reviewer.
Management reporting / MIS	Management accounts, aged balances, budget comparisons and cash-flow schedules using an agreed reporting format.

Software, review and scope

QuickBooks Online and Zoho Books requirements can be discussed. Other software is subject to a capability assessment. Agree the chart of accounts, reporting basis, source references, reviewer, query handling and acceptance criteria before work starts.

Local tax advice, statutory filings, payroll submissions, audit opinions and regulated sign-offs remain with the appropriately authorised local professional unless a separately permitted engagement is agreed. Software references do not imply a vendor certification or partnership.

Other areas of practice

Virtual CFO support in India includes cash forecasts, budgets, working-capital review and management reporting. Internal-audit experience includes listed-company assignments; scope discussions cover listed and large private companies, subject to eligibility and independence. These are separately scoped engagements.

BEFORE THE FIRST ASSIGNMENT

Agree the working arrangement.

Use these questions with your nominated reviewer. Do not send confidential records, account credentials or completed client schedules through a public enquiry form.

01 | Entity, period and records

Which entities and reporting periods are covered? What source records are available, what backlog exists, and which opening balances remain unresolved?

02 | Workpapers and review ownership

Which templates, reporting basis and reconciliation checks should be used? Who decides on accounting judgments, approves proposed entries and accepts the hand-off?

03 | Delivery and communication

Agree document cut-offs, query owners, a review window and time-zone overlap. Turnaround, staffing and capacity are confirmed after the scope and record quality are reviewed.

04 | Access and confidentiality

Document authorised named-user access, confidentiality terms, lawful transfer arrangements, data location, permitted processing, incident communication and any subcontracting. Confirm retention/return and access removal.

05 | A defined first assignment

Begin with an agreed entity, period or part of the close. Record acceptance criteria, exclusions, commercial terms and unresolved items before expanding recurring work.

Resources to support the discussion

Synthetic bookkeeping hand-off example | Illustrative MIS pack
Blank outsourcing readiness register | Detailed firm profile

Contact the firm

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Office visits by appointment.

Office hours: Monday-Saturday, 9:00 AM-8:30 PM IST; Sunday closed. Remote engagement schedules are agreed separately.

This brief provides factual information about the firm and a proposed engagement process. It is not an offer of an assured outcome, evidence of implemented controls, a professional opinion or an institutional endorsement. Scope, fees, eligibility, independence and terms are agreed before work begins. No client records or engagement results are included.