



Accounts Outsourcing Practice

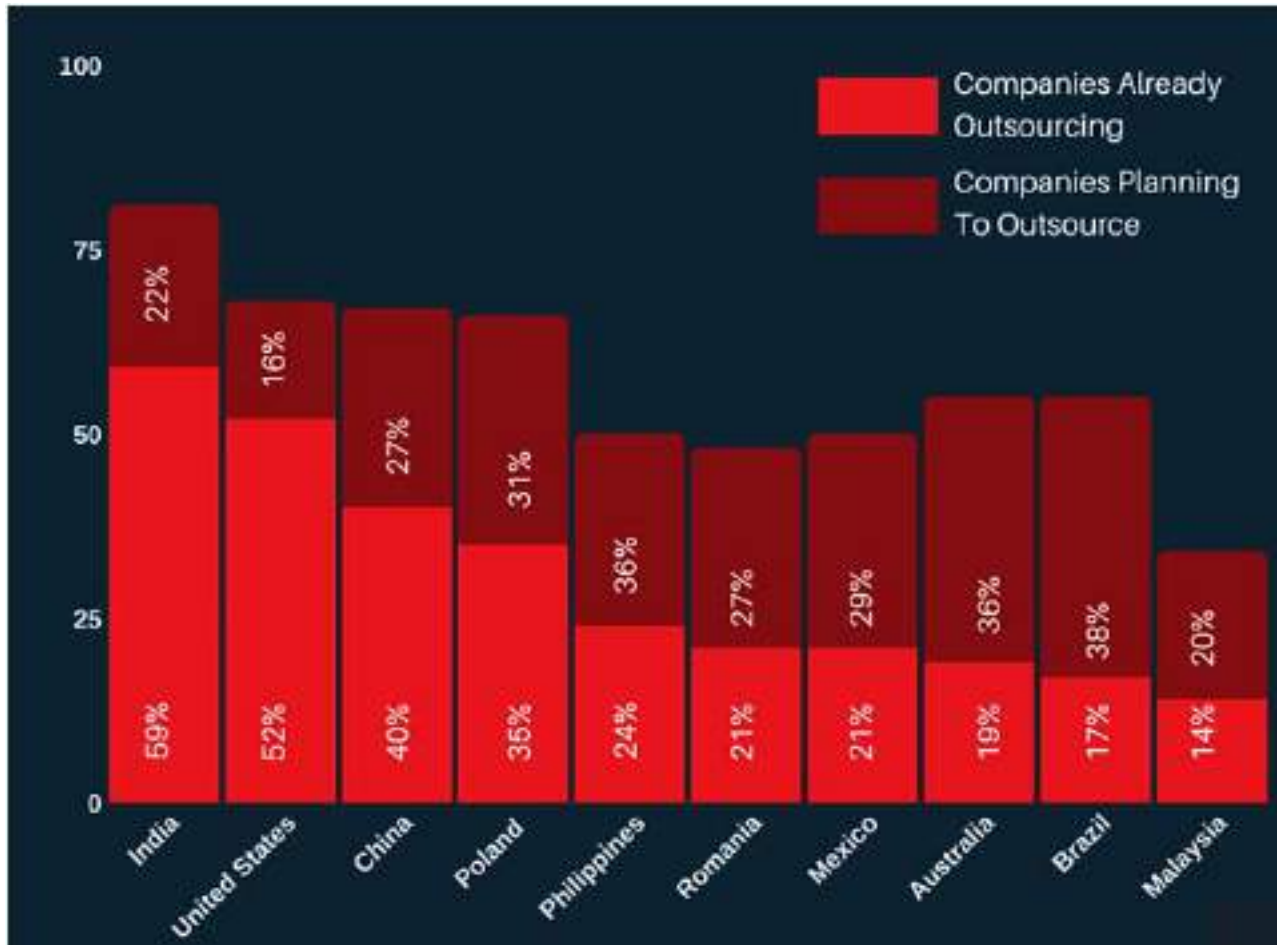
WIRC – 16th September 2021

CA Sarita Agarwal

Food for Thought



As per a study, conducted on some global businesses, over 59% businesses are already outsourcing to India and 22% are planning to outsource in the coming times.



Why do Companies Prefer Outsourcing to India

- ✓ The talent pool in India is getting over **3.1 million additions** each year and produces over 10000 Chartered Accountants each year
- ✓ India produces over **20 lakh English speaking graduates** annually and hence communication gap is filled.
- ✓ The technical infrastructure like **the latest accounting software, security solutions, and swift internet services** makes India the first preference of global CPA firms.
- ✓ India has some of the **most experienced and knowledgeable accounting professionals**. The academic and practical accounting skills of Indian professionals are very sharp and advanced.
- ✓ The **skilled labor rates in India are highly affordable** as compared to other countries.

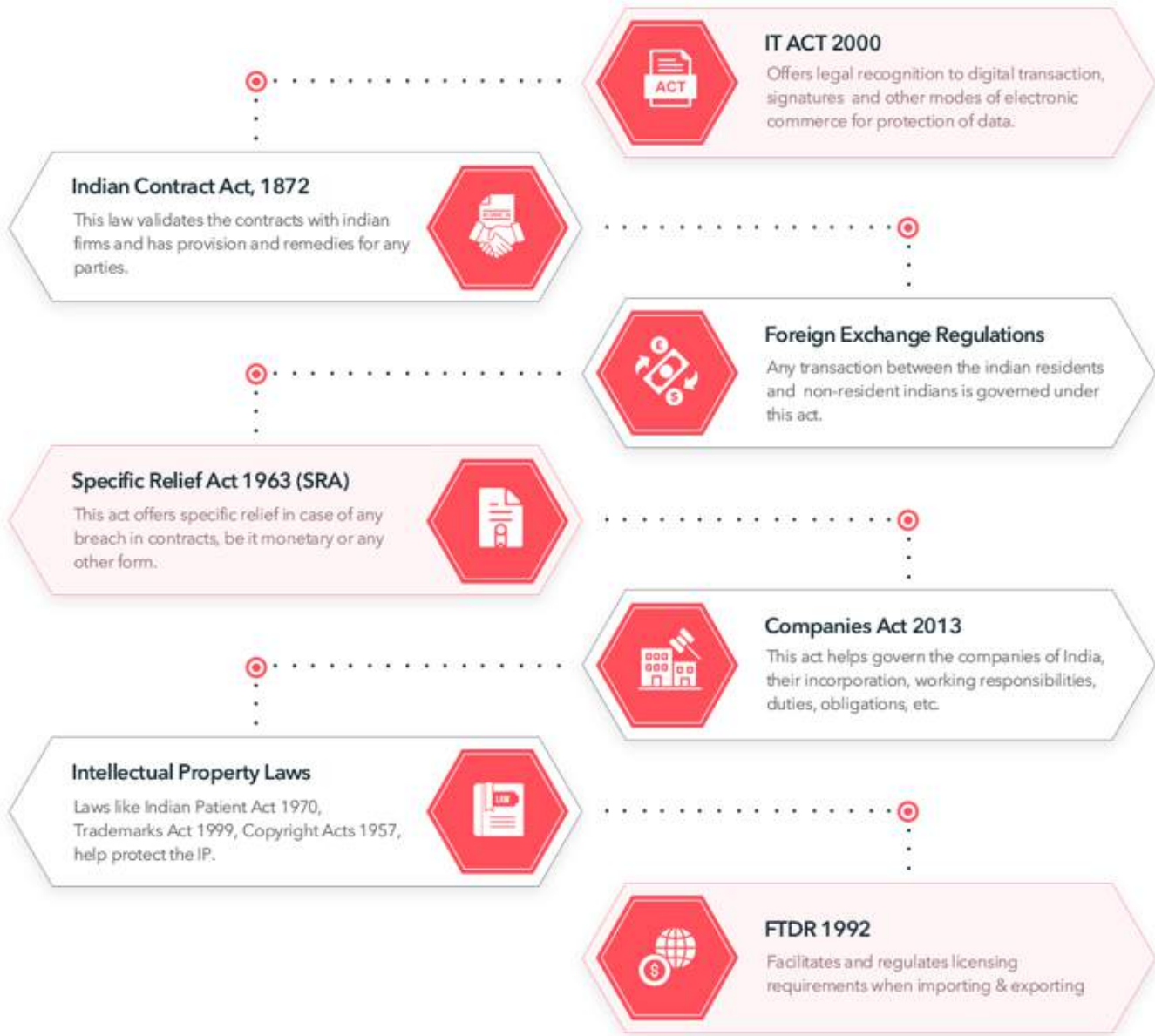


Which Accounting Processes can be Outsourced?

- Accounting & Bookkeeping Services.
- Compliance service.
- Payroll Management.
- Tax Preparation.
- Tax Planning.
- Data extraction and analysis
- Reporting – MIS Report & Analytical Reports



Indian Government's Outsourcing Friendly Policies



Outsourcing Challenges

Loss of control

Confidentiality & Data Security

Too dependent on service provider

Organizational And Regional Cultural Differences

Language And Communication Challenges



Certifications Required

- ISO Certification
- Certification for the Accounting tools to be used
- Certification confirming knowledge about tax and accounting.
- Excel Certification
- Any other certification as per the requirement of the client



Data Security

Since in outsourcing work is carried out outside the enterprise it is important that risks are formally addressed.

Hence a proper framework must be defined:

- ✓ How asset and information is secured from unauthorised use.
- ✓ How work will be carried out in case of temporary disruption of information system.
- ✓ The backup plans in case of disasters



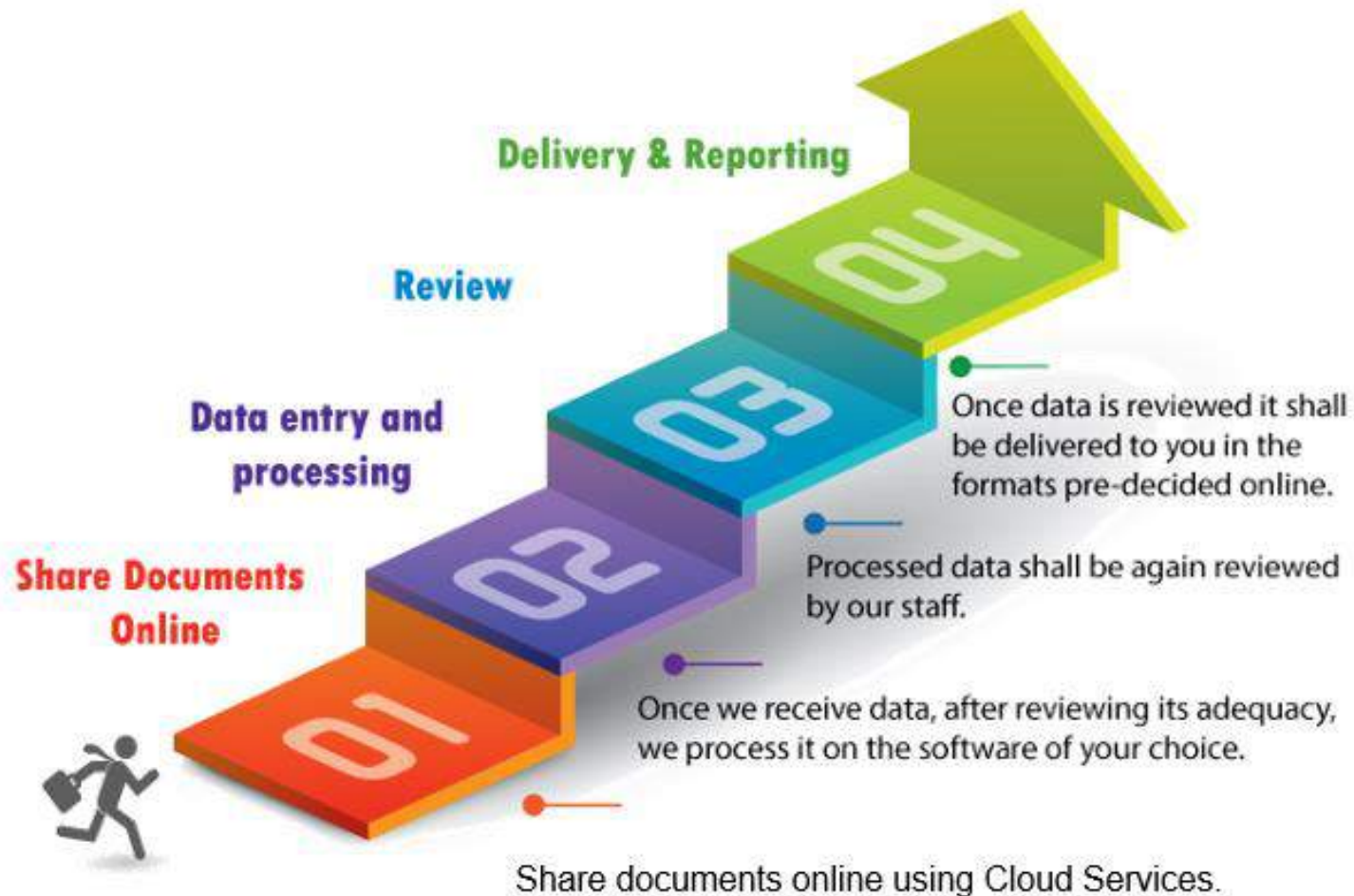
Managing Relationships

For a healthy Relationship Management a few terms must be defined like:

- A process for resolving any conflicts
- Responsibilities of outsourcer
- Responsibilities of the outsourced
- Any other agreed terms like confidentiality etc



Workflow for outsourced Firm



Typical Contract

Points to be covered in Typical Contract

- Non-Disclosure Agreement
- Delivery Commitment
- Remuneration terms
- Exit Clause
- Hours of work to be committed at both end
- Training
- Work Type
- Resources to be allocated

Streamline Files Sharing and Documentation Process

It's Time to Switch to Cloud storage!!

Client

This PC > C:\> Files (G:) > Shared Folders > Wealth Depot > Clients A-E

Name	Date modified	Type	Size
A and A Lawn Care	4/6/2020 9:07 PM	File folder	
A and C Pest Management	4/6/2020 8:05 PM	File folder	
A Second Opinion LLC	3/6/2020 1:23 PM	File folder	
A-1 Termite and Pest Control	4/7/2020 1:25 PM	File folder	
A-Action Pest Control	4/6/2020 7:37 PM	File folder	
Abekour Al Newton LLC	10/22/2019 1:04 PM	File folder	
Able Pest Exterminators	4/4/2020 9:20 AM	File folder	
Absolute Pest Control	2/24/2020 11:47 AM	File folder	
Absolute Pest Control Inc. - NY	3/28/2020 5:49 PM	File folder	
Accurate Termite and Pest Solutions	4/6/2020 9:23 AM	File folder	
Activ Control (Italy Nolen)	4/6/2020 18:23 AM	File folder	
Adams Pest Control Anne-Marie (FL)	4/7/2020 9:25 AM	File folder	
Admiral Pest Control	3/28/2020 12:14 PM	File folder	
Advantage Pro Services Inc	4/7/2020 6:34 PM	File folder	
AggieLand Green Ltd	4/7/2020 3:02 PM	File folder	
Agguta Corp	4/7/2020 2:59 PM	File folder	
Alamo Pest Management	4/7/2020 12:02 PM	File folder	
Alvar Termite Court Construction	7/11/2020 9:23 AM	File folder	
All American Pest Control Inc	4/6/2020 9:53 AM	File folder	
All Natural Pest Elimination	3/28/2020 4:49 PM	File folder	
All Tuff Inc	4/7/2020 9:05 PM	File folder	
Alma Termite Equal Inc	4/6/2020 1:18 AM	File folder	
Alpha Antipriva	2/17/2020 9:28 AM	File folder	

Year

This PC > C:\> Files (G:) > Shared Folders > Wealth Depot > Clients A-E > Able Pest Exterminators

Name	Date modified	Type	Size
2019	7/19/2020 6:47 PM	File folder	
2017	7/19/2020 6:42 PM	File folder	
2018	7/28/2020 11:13 AM	File folder	
2019	3/26/2020 6:00 AM	File folder	
2020	4/4/2020 9:40 AM	File folder	
Client Distribution	3/28/2020 9:41 AM	File folder	
Permanent File	7/19/2020 6:25 AM	File folder	
Tax Return	12/16/2019 3:24 PM	File folder	

Month

This PC > C:\> Files (G:) > Shared Folders > Wealth Depot > Clients A-E > Able Pest Exterminators > 2020

Name	Date modified	Type	Size
Apr	4/4/2020 9:40 AM	File folder	
Aug	10/23/2020 1:08 PM	File folder	
Dec	10/23/2020 1:08 PM	File folder	
Feb	3/12/2020 6:34 AM	File folder	
Jan	2/11/2020 3:24 PM	File folder	
Jul	10/23/2020 1:10 PM	File folder	
June	10/23/2020 1:10 PM	File folder	
Mar	4/5/2020 6:16 PM	File folder	
May	10/23/2020 1:14 PM	File folder	
Nov	10/23/2020 1:10 PM	File folder	
Oct	10/23/2020 1:16 PM	File folder	
Sept	10/23/2020 1:17 PM	File folder	

Services

This PC > C:\> Files (G:) > Shared Folders > Wealth Depot > Clients A-E > Able Pest Exterminators > 2020 > Int'l

Name	Date modified	Type	Size
BBB	10/23/2020 1:11 PM	File folder	
CC	10/23/2020 1:11 PM	File folder	
Payroll	10/23/2020 1:10 AM	File folder	
Reports	10/23/2020 12:14 PM	File folder	



Google Drive



Citrix

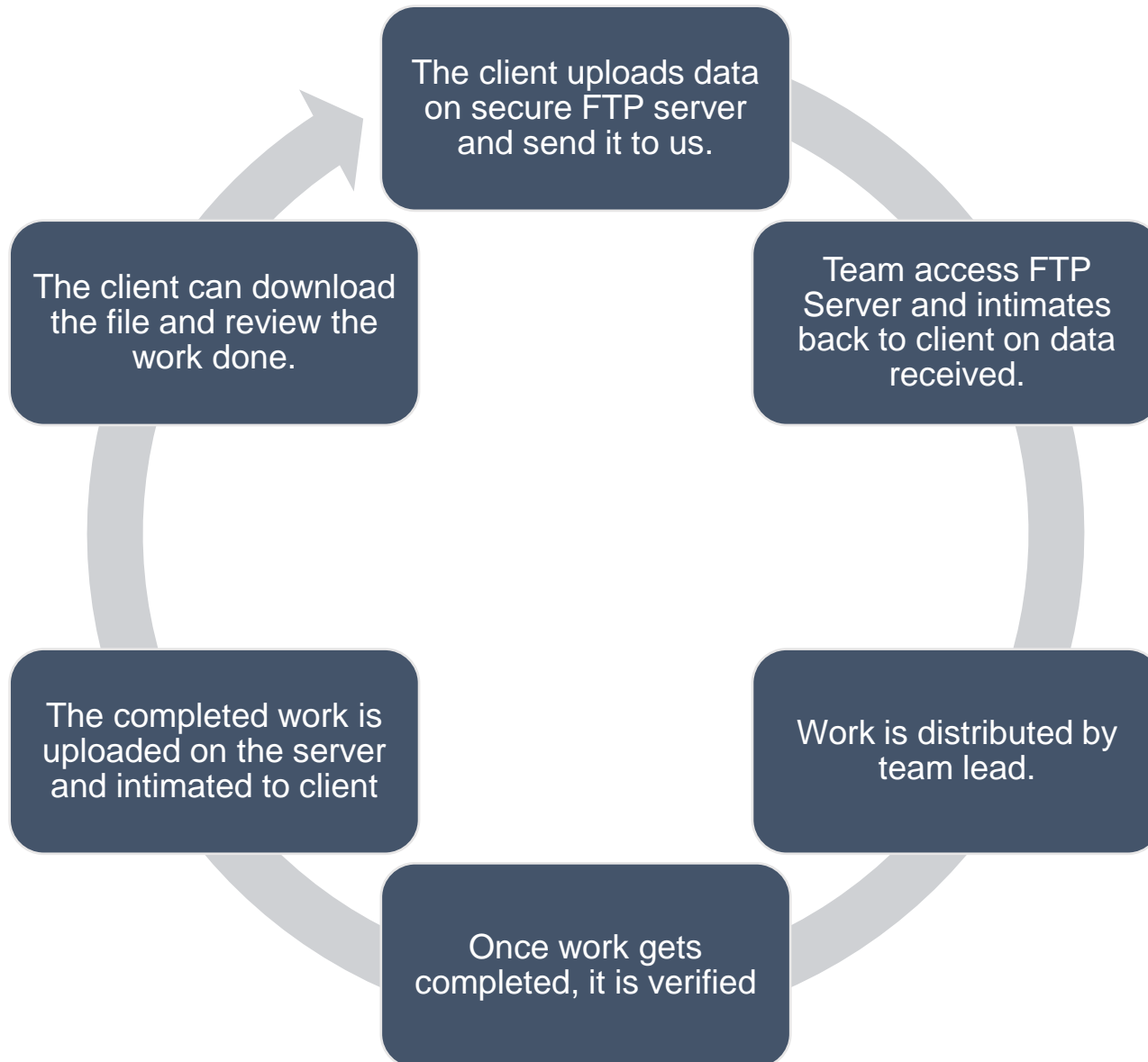


SharePoint



One Drive

Streamline File Sharing and Documentation Process



One Thing We Know & Sell as Professionals - Time



**If You Can't Measure it,
You Can't Manage it**

Deploy Project Management Tools for Control



Zoho Projects



Trello



Clickup

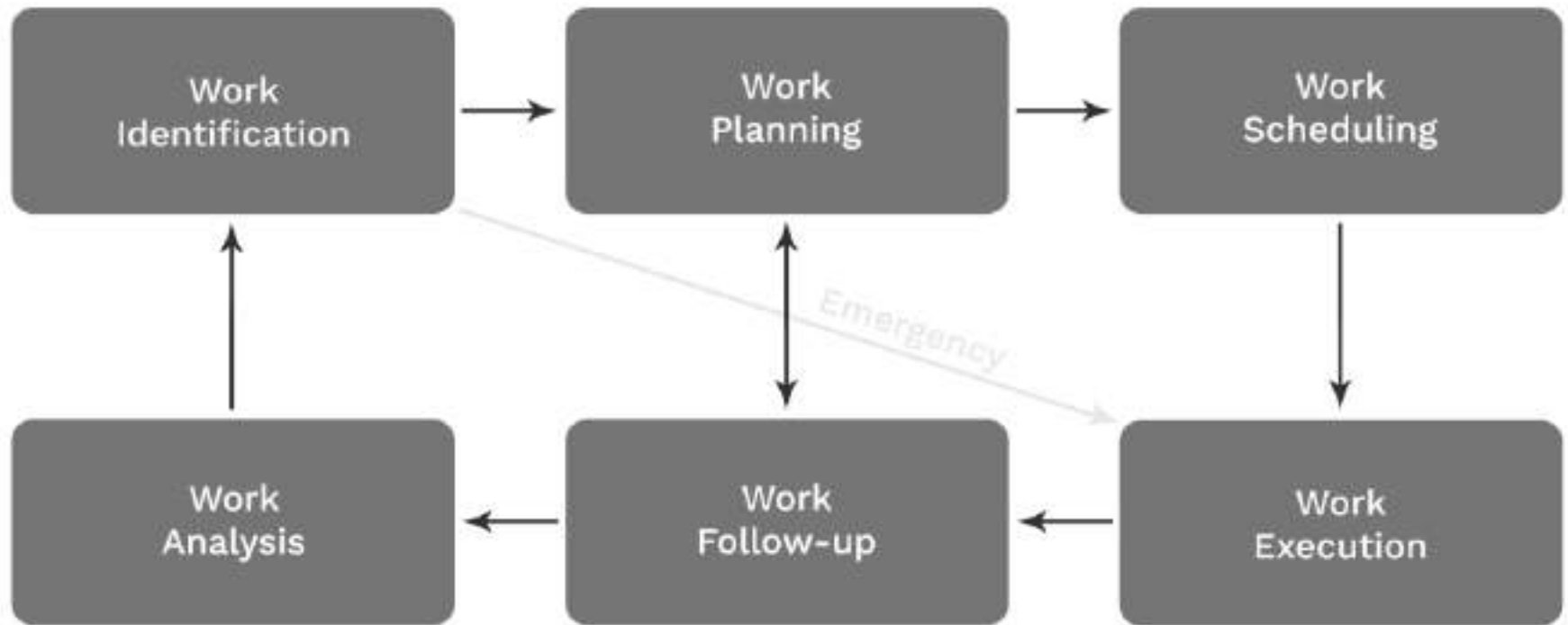


CCHiFirm

The screenshot displays a project management tool interface with four columns: Open, In Progress, To be tested, and Closed. Each column contains task cards with titles, descriptions, and dates.

- Open:**
 - DC-T172 Furniture and wood polishing - Finish coat (03/29/2017 03:30 AM)
 - DC-T135 Install windows and doors - Roof and Basement carpentry (03/29/2017 03:30 AM)
 - DC-T150 Install Roof shingles - Roofing- All tasks (03/08/2017 03:00 PM)
- In Progress:**
 - DC-T158 Roof trusses construction - Finish coat (03/17/2017 03:30 AM)
 - DC-T130 Set Roof trusses - Roof and Basement carpentry (07/19/2017 08:30 PM)
 - DC-T133 Soil test - General (07/19/2017 08:30 PM)
 - DC-T131 Wood polishing - Electricity and wiring- All tasks (03/12/2018 02:00 PM)
- To be tested:**
 - DC-T41 Plumbing layout - Plumbing- All tasks (02/13/2017 05:00 PM)
 - DC-T170 Paint patch testing - Finish coat (04/27/2017 08:30 PM)
 - DC-T109 Primer coat for windows - Roof and Basement carpentry (08/16/2017 05:00 PM)
- Closed:**
 - DC-T183 Prepare client list for walk through - Walk-through check list
 - DC-T184 Walk-through day plan - Walk-through check list
 - DC-T188 Compliance paperwork - Protocol and Procedures
 - DC-T189 Audit phase-1 - Protocol and Procedures
 - DC-T190 Audit Phase-2 - Protocol and Procedures
 - DC-T1 Supply List walk agreement - Legal agreements (10/06/2016 04:30 AM)

Work & Team Management



Thank
you

