ACCOUNTING SERVICES

Accounting services price list

Number of accounting entries* per month	Ryczałt (no VAT)	KPiR (no VAT)	Księga handlowa (no VAT)
up to 20 entries	304,88 zł	350 zł	975 zł
21–50 entries	386,18 zł	450 zł	1375 zł
51–100 entries	667,48 zł	875 zł	2200 zł
above the agreed number of entries	6,50 zł / doc.	6,50 zł / doc.	8,50 zł / doc.
year-end closing	–	–	one month's fee
Full HR and payroll service: payroll lists (listy płac), declarations, employment certificates (świadectwa pracy), settlement of civil-law contracts (zlecenie, dzieło)			70 zł per person

* An accounting entry is the booking of a single business transaction. One entry is:

1. booking a cost or purchase invoice
2. booking another cost document, e.g. an insurance policy or a debit note received
3. booking a sales invoice, credit note, etc.
4. booking an electronic bank statement (up to 10 items per statement)
5. for a paper bank statement — each item on it: every inflow or outflow, as well as bank fees, interest credited, etc.
6. booking a cash report with up to 10 items
7. booking an advance settlement
8. booking a settled and approved business trip
9. booking a set-off (kompensata)

Accounting documents prepared at the end of the month, in particular:

a. booking depreciation
b. booking payroll
c. booking the VAT settlement
d. booking accruals and deferrals
e. other entries required for keeping the books

Additional fees

Issuing sales documents or sales corrections	7,50 zł / document
VAT UE declaration	45 zł
Correction of an already closed month	45 zł
Preparing an accounting policy or internal regulations	350 zł

Other services

Annual tax return (depends on sources of income and deductions)	from 65 zł
Application to the Labour Office, Urząd Pracy (application, economic and financial plan)	600 zł
Consultation on tax law, labour law and social insurance (ZUS) — for people without a contract with the office	from 95 zł
Preparing financial documents for a bank	individually
Reports to GUS	individually

Please note. All prices are net and do not include VAT or additional official, tax and notary fees. The amounts are indicative. This price list is not an offer within the meaning of Art. 66 of the Polish Civil Code and serves only to estimate the cost of cooperation.

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