



أمل عبدالله منصور محاسبون ومراجعون قانونيون

Amal Abdullah Mansour Certified Accountants & Auditors

**A Saudi professional office specialized in providing accounting and auditing services, contributing in developing the business systems and satisfying the needs of clients. The office is supervised by elite of certified accountants and distinguished cadres with huge experience in the filed of professional services and consultancy.**

Amal Abdullah Mansour Certified Public Accountants and Auditors office is keen to provide integrated services to clients who seek advice in our services scope. We always provide the necessary professional care which is reflected on the service quality provided to our clients. In addition, we do constant efforts to find new, updated and appropriate solutions to address client's problems. The office always endeavors to be fully aware of the latest developments in the businesses field, regulations and technology; thus, providing professional services on high level of quality, the implementation of the general policies of the office and full commitment to the rules of conduct and ethics of the profession.

Our office applies the principle of confidentiality on all the data obtained in our works, as is required by the rules and principles of professional conduct, in accordance with the rules and conduct of the profession established by the Saudi Organization for Certified Public Accountants.

## Office Services :

We are providing wide rang of services to our clients auditing, finance, managment and day-to-day accounting activities. Our services fall into the following categories:

## Audit and Review Services :

External audit services represent the most important professional service that we provide to our clients. It can be defined as examining the entity's financial statements and reporting to the management whether these financial statements represent fairly the financial position of the entity at the end of the period subject to audit. We are providing audit services based on analyzing risk elements and finding the effective solution through deep understanding for the client's activities and environment. One of the most important results of this method is to detect weaknesses and apply the right method to re-enhance them, as well as indentifying techniques to improve the future vision of client's activities, which leads to more ideas to improve profits and minimize costs. The audit and examination work are executed in accordance with the international auditing standards approved by the Saudi Organization for Chartered Professional Accountants.



Our auditing service does not stop at expressing our opinion on the financial statements only; its also includes assessing the internal control system of the facility. In accordance, we issue a recommendation report explaining the effectiveness of the internal control within the facility. Furthermore, our report will aim to reduce the conflict of duties, the administrative structure weaknesses, and its appropriateness to the entity as well as the compatibility of tasks and authorities with jobs.

Our audit procedure can be affected by several factors. The most important factors is how successful the internal audit in those facilities, the level of technology used, the nature and size of operations and financial transactions and the client commercial environment.

## The audit tasks can be summarized as follows:

- Quarterly auditing and preparation of regular periodic financial reports.
- Final audit of the financial statements at the end of each fiscal year.
- Preparation of reports resulting from audits and submit them to management.
- Examination and evaluation of the internal control system in order to reduce the cost of the audit on the client in the event of an effective internal control system, while presenting the recommendations proposed by us to strengthen the control procedures and improve their effectiveness.
- Applying scientific and technical methods and rules when selecting audit samples.
- Implementing analytical audit procedures for business items results, profitability reports and comparing the results of the years and financial periods.
- Providing accounting, financial and regulatory advisory services to the establishments we are auditing.
- Enhancing strengths & opportunities, detecting weaknesses & threats, and working to prevent weaknesses.
- Apply various types of audits according to business needs.
- Using computerized audit program to perform the audit in a professional and easy approach.

## All kinds of Zakat and Tax services:

Due to the importance of Zakat and Tax services and consultations, we always strive to provide the best advice and advisory services to client regarding Zakat and Tax activities and the various financial practices related to them.

Our main services include:

- Preparing, submitting and following up on the Zakat and Tax returns.
- Submitting VAT and Excise Tax.
- Administration of corporate Income Tax and Withholding Tax.
- Handling Real Estate Tax returns.

## Accounting and Bookkeeping Services:

According to the clients' need for reliable data on their financial status in order to analyze the performance and predict the future of their organizations, we seek to provide accurate financial data and ensuring that our client comply with the approved international accounting standards in Saudi Arabia.

Accounting bookkeeping services including the following:

- Applying accounting principles, policies and procedures, that are appropriate to work conditions and evaluating their compatibility with the applicable regulations.
- Performing the daily entries supported by documents.
- Preparing accounts by designing the chart of accounts, monitoring the cost accounting, implementing accounting plans, preparing periodic financial statements.
- Carrying out on behalf of the organization the accounting work when statring up the business to ensure it is on the right track in accordance with the approved international accounting standards.
- Designing the documentary cycle, following up on its implementation, and periodically monitoring all accounting work.
- Preparation of financial statements.
- Managing the payroll and payment system.
- Providing consultations for the current accounting systems and working to improve and develop their effectiveness.
- Preparing periodic financial reports to the management.



## Issuing a local content certificate

This service aims to conduct an audit of the local content percentage within businesses in order to issue the local content certificate, which strengthens the company's position and enhances its eligibility to participate in high-value tenders.

## Scope of Work

Implementing all procedures agreed upon with the Local Content and Government Procurement Authority, including the audit process covering the following areas:

- Goods and services.
- Depreciation of Fixed Assets.
- Salaries and wages.
- Capacity Development.

Additionally, a comprehensive report on the local content percentage will be prepared, based on the records and documents provided to us.

## Financial Consultations:

We provide advisory services and recommendations that are characterized by efficiency, quality, and high professionalism to develop and organize the works of the entity. These services summarized as follows:

- Studying the effects resulting from current policies.
- Preparing strategic plans for companies.
- Preparing policies and procedures manuals.
- Study of new product.
- Preparing economic feasibility studies for companies.
- Studying unsuccessful situations of companies and proposing appropriate solutions to them, establishing, and restructuring companies and drawing up the new administrative structure or amending the old structure to suit the company's new situation.
- Providing monthly contractual consultations by providing advice in a variety of financial works.
- Supervising the liquidity level of companies' cash.
- Consultations in the feasibility of obtaining aid or loans for small & large size companies that need funds.
- Financial planning and analysis.



