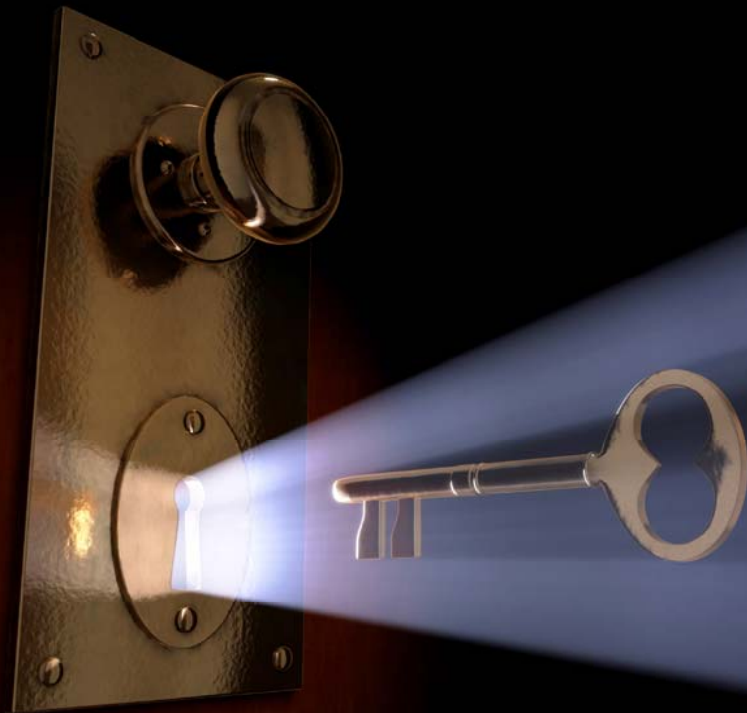


**Russell
Brennan
Keane**

SME AllServ[®]

**Accounting &
Business Support
Services**

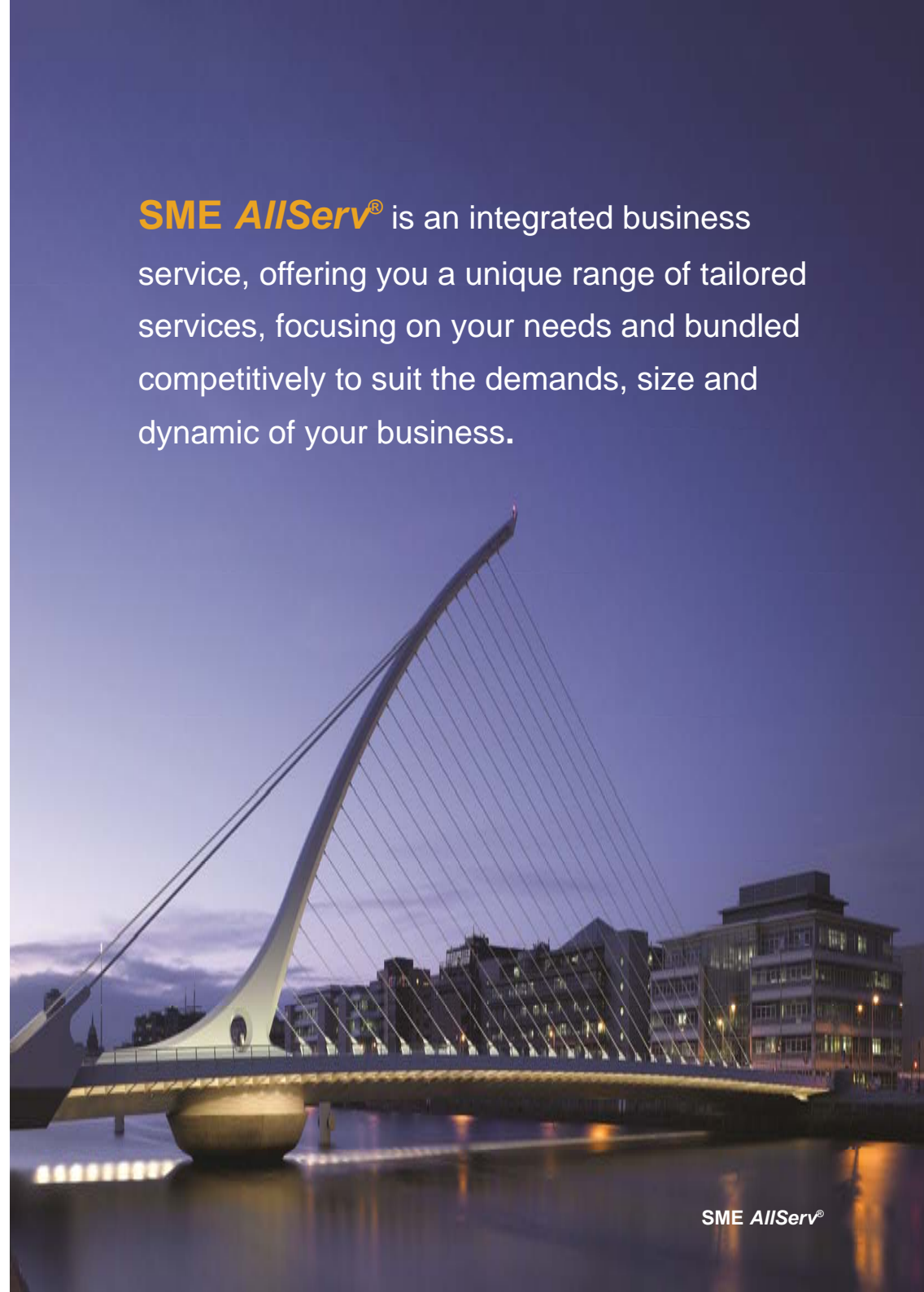
Small & Medium Enterprises



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SME AllServ[®] is an integrated business service, offering you a unique range of tailored services, focusing on your needs and bundled competitively to suit the demands, size and dynamic of your business.





Accounting & Business Support Services for Small & Medium Enterprises

Small and medium enterprises face many challenges, with one of the most significant challenges being how to best utilise limited internal resources while deploying capital into a competitive market.

Entrepreneurs and principals of small and medium enterprises have the difficult job of balancing the day-to-day management of their businesses with the reality of limited resources.

Investors expect management teams to focus primarily on business growth and return on investment.

Once a company has passed the start-up phase or early stage development, it often requires sophisticated financial expertise to establish sustainable financial and management systems. Likewise, when there is a need for transition / exit, solid experience is needed to accomplish the goals.

Russell Brennan Keane works with small and medium enterprises and investors to provide the added resources needed to help build stronger companies from the inside out, and when necessary, to assist with exit strategy.

Russell Brennan Keane's Accounting Services for Small and Medium Enterprises are specifically designed as a "right size" and scalable solution that is affordable for the sector.

With limited resources and increased pressures, outsourcing functions such as accounting, payroll and technical support puts your focus back on the business itself.

We set out our services in more detail.





Accounting & Tax Solutions

Our Approach

At Russell Brennan Keane, we understand that no two businesses are the same, which is why we get to know our clients and offer them a service tailored to meet their specific requirements.

We take the time to understand your business, challenges and requirements.

Our accounting solutions team are more than just bookkeepers. Thanks to our friendly and efficient approach, clients have come to view us as trusted advisers and partners to their business. This means that, not only can we take care of your accounting requirements; our team of experienced professionals will highlight new approaches, recommend opportunities and advise you on ways to make your business more successful.

1. The Full Service

You can choose to outsource the entire accounts function to us by providing us with your raw data. Our specialist team then process the data by utilising our accounting platform.

Once the information is processed, we can then validate the data and provide you with key management information on a regular basis and carry out the tax compliance function on your behalf.

This will reduce your costs and free up your staff to focus on core business activities.

By choosing this option, all of your tax compliance and annual reporting requirements will be met.

2. Service Tailored by You

Alternatively, we can provide the necessary on-site advice, training and support to your in-house team to enable them to process the raw data efficiently, which will ultimately lead to the provision of key management information.

Our services include but are not limited to:

- > Accounts Payable
- > Accounts Receivable
- > Reconciliations of general ledger
- > Sales invoicing function
- > Monthly / bi-monthly / quarterly management accounts and reporting
- > Analyse key management information and identify trends which will allow you to capitalise on opportunities.

Benefits for you and your business:

By appointing Russell Brennan Keane as your in-house accountants, this will allow you to:

- > **Free up management time to concentrate on your core business**
- > **Reduce the hidden costs of employment**
- > **Have better controls and risk management**
- > **Redeploy your staff to their own areas of expertise**
- > **Have confidence in your accounting records**
- > **Receive support from a dedicated team that understands your business and industry**





Technology Solutions

Software Solutions

Business applications are critical to the efficient running of your business.

Our experienced team offer support on a suite of applications that can be tailored to suit your business.

On a daily basis we work with a range of clients across a wide spectrum of industries providing:

Software solutions

- > Accounting software – Pegasus, Sage, Tas, Exchequer, Quickbooks etc
- > Payroll software – Sage Micropay, Quickpay, Theasurus, Quantum etc
- > Time recording & staff management systems; “Elephant Smart Business”
- > Point of Sale, Stock & Retail systems

IT Advisory

- > IT System audits & reviews
- > Systems selection & contract negotiation for your business

Training

- > Implementation of hardware and software solutions
- > End to end training on existing or new systems

Helpdesk Support & Service Contracts

- > Dedicated helpdesk with trained experienced team
- > Guaranteed response times

Network Solutions

Dependable support for your onsite and remote computer networks

Small and medium enterprises can be challenged by the task of managing the demands of business growth, while coping with changing technology developments.

The essential components of an effective IT infrastructure, i.e. servers, storage, software and networking links which are critical to any business must be running efficiently.

Downtime of servers or computers can lead to revenue loss, reputation damage and lost productivity so it is of vital importance that your IT infrastructure is stable. Therefore a reliable technology support service is vital to your business.

Network Solutions allow our network engineers to proactively manage your technology environment via remote access and onsite visits. For a small and medium enterprise, this service offers peace of mind and allows you to focus on your day to day business knowing that your technology performs efficiently.

Network Solutions include;

- > Helpdesk Support
- > Management of Servers and Workstations
- > Backup Monitoring & Disaster Recovery
- > Automated Monitoring and Alerting System 24/7/365
- > User & Password Policy Enforcement
- > Microsoft Packs install monitoring
- > Monitor Disk and hard drive space on Servers for maximum performance
- > Patch, Security, Anti Virus and Operating System Management
- > System Auditing

IT Advisory:

- > Advice and guidance on best IT practices
- > Project management and implementation

Benefits for you and your business;

- > Savings on overall IT cost
- > Efficiency and reliability of your IT system
- > Unlimited Help desk Support
- > Helpful, Efficient and Experienced team of IT professionals
- > Strong Customer Service Focus
- > Enhanced performance of your IT system
- > Consistency in IT service delivery
- > Scalable solutions in line with business growth





HR Solutions

Getting the Best from your People

Managing the Human Resource Function is time consuming and because of the legal framework surrounding it, can create significant risks for your business if not managed properly.

The issues range from recruiting the right people, understanding your legislation obligations, managing staff issues and implementing an effective performance management system to get the best out of people.

We can advise you how to do this efficiently and work with you to help identify your HR priorities and improve operational performance.

We provide a range of practical solutions to improve processes, systems, procedures and controls.

Our expertise include:

- > **Recruitment** / Hiring of key functions to include finance, and management
- > **Compliance** with Employment Legislation
- > Expert advice in **managing employee related issues**
- > **Performance Improvement** - ensure you get the best out of your people and implement strategies to develop and motivate teams and individuals

Our HR Support

Packages

We deliver our solutions in a way that best suits the size and nature of the business, to ensure you have immediate access to support when required and in a cost effective manner.

HR Helpdesk Service

Our HR Helpdesk Service provides unlimited support and forms an integral part of your management team, by ensuring the business meets all legal requirements in terms of contracts and policies and providing practical solutions to address any issue that may arise as well as guidance around implementation plans.

HR Consultancy Support - Project Based

Alternatively, we can work with you on request to provide support in managing HR / Recruitment projects or addressing a particular HR challenge.

Wins for you and your business

- > Innovative policies and procedures to keep your business fully compliant and ensure you, the employer, are protected
- > Access to experienced and qualified HR Professionals
- > Dedicated HR On Call Relationship Management
- > Scalable to meet growing HR needs



Payroll Solutions

Managing payroll is a critical part of your business and with changing regulations and controls; many businesses may not anticipate the cost and time involved in carrying out this function.

With over 50 years experience in payroll and a wealth of experience in offering a complete payroll service to our clients from sole traders to multi-nationals in all industries, we have an expertise that can be leveraged to your advantage.

We help our clients understand what they need to know to keep them compliant in a practical and supportive way.

Payroll Services

Our core payroll services are set out below and can be customised to the needs of your business;

- > Preparation and processing of weekly, fortnightly, monthly payroll
- > Process documentation for Starters / Leavers
- > Benefit in Kind calculations
- > On line Filing P45's & P30's
- > Printed and / or E-payslips
- > Standard / customised reports
- > Third Party reporting
- > Electronic Funds Transfers

Payroll Helpdesk

You can avail of a Payroll Helpdesk to assist you or your staff with any queries including:

- > A dedicated Payroll Account Manager to provide expert Payroll advice in responding to and dealing with employee related queries.
- > Advice and help in completing Social Welfare forms, salary certificates etc.
- > Advice on issues that impact on employees net pay.
- > Regular updates on Payroll legislation.

We have a variety of options available ranging from basic maintenance to a fully managed service.

Our friendly, dedicated team will help you comply with the ever changing legislation.

Wins for you and your business

- > Efficient and up to date payroll package to keep your business fully compliant.
- > Access to experienced Payroll Professionals.
- > Dedicated Payroll Help Desk for day to day queries.
- > Customised to meet growing Payroll requirements.
- > Reliable, confidential and accurate processing.
- > Security of data and back up data retention.
- > Cost effective

Audit

Our Audit & Assurance team work with a range of clients who have various reporting and audit requirements.

As well as providing efficient and timely audit assurance services, our value added approach allows us to bring strategic advice to clients through a clear understanding of your business and industry experience. This is delivered through quality engagement and good communication at all the critical stages in the process.

We believe that a successful audit should go beyond simply satisfying legal requirements.

Our audits, led by experienced professional staff located in our three offices in Athlone, Dublin and Roscommon, can provide vital insights into the operation and control of your business.

Benefits for you and your business:

By appointing Russell Brennan Keane as your in-house auditors, this will:

- > **Turn the audit experience into a value added proposition for you**
- > **Simplify the audit process for you through smart use of technology**
- > **Provide you with the assurance that your financial statements are true and fair and comply.**





Corporate Compliance

Our Corporate Compliance team ensure that Directors meet the annual filing and record maintenance requirements of the Companies Acts. We have the expertise available for you to deal with your company secretarial matters quickly and efficiently.

Annual compliance:

- > Preparation and submission of the Annual Return
- > Drafting Annual General Meeting and Extraordinary General Meeting documentation
- > Provision of Registered Office Address Facilities
- > Maintaining the Registers and Minute Books

Corporate Compliance

In addition to our annual compliance services our Corporate Compliance team has experience in a wide variety of company secretarial matters including:

- > Registration of business and trade names
- > Incorporation of new companies
- > Share transactions including, allotments, transfer of existing shares, redemptions and capital re-organisations
- > Advice on company restructuring, amalgamations and takeovers
- > Provision of company searches on domestic and international companies
- > Company restorations and voluntary strike off
- > Branch and / or place of business registration
- > Review of historic compliance

Benefits for you and your business:

- > In conjunction with our audit and tax colleagues, we provide our clients with comprehensive services tailored to your specific needs.
- > Providing peace of mind for Directors
- > Making corporate compliance legislation easier to understand for Directors
- > Providing training on Directors duties and obligations under the Companies Acts
- > Providing our clients with regular newsletters on Company Law developments

Wealth Management

Protecting your Wealth

Protecting your Income

Your income pays for your lifestyle. It is an asset that should be protected in case, through accident, illness or injury, you cannot work.

An income protection policy provides you with replacement income until you are capable of returning to work ensuring that your family's lifestyle is substantially protected,

We provide impartial advice on the options, ensuring both value for money and a policy best suited to your individual needs.

When running a successful business, it is vital to consider and plan for events that could adversely affect its success.

Shareholder, Directors and Keyperson Insurance

Whether operating in a partnership or through a company, insurance can protect the financial well being of a business from unexpected adverse financial events in the event of death or diagnosis with a serious illness of a key executive or office holder.

Protecting your Business

These unfortunate events can give rise to such unforeseen risks and costs as;

- > **Interruption of business**
- > **Loss of customers and business contacts**
- > **Cost associated replacing key persons**
- > **Looking after the interests of the deceased's successors**
- > **Retaining control of the business**

Insurance also provides surviving partners, shareholders or the company itself with the funds to buy back the deceased's share of the business .

We can assist you mitigate the risk by providing independent advice in relation to the business appropriate to your circumstances.

Retirement

Providing for your Future

Saving for your future, by setting aside funds now to provide you with an income when you retire from your business is essential for you and your family.

The earlier you start the longer the pension fund will benefit from tax free investment income and the greater the pension income in retirement.

We can assist and advise you by:

- > **Explaining your options and assisting you on set-up**
- > **Helping you to assess your risk attitude to investing**
- > **Advising on investment alternatives, and identifying suitable investment**
- > **Monitoring ongoing performance**

On reaching retirement age, it is crucial that you understand your pension options.

We can assist in:

- > **Ensuring you maximise your tax free lump sum entitlement, and**
- > **Explaining your options with regard to the purchase of a pension income for life or the investment of post-retirement funds in an Approved Retirement Fund.**



Employee Benefit Schemes

Regardless of the size of your workforce, as an employer, you are obliged by law to offer employees access to a pension facility. At a minimum, you must enter into a contract with a Personal Retirement Savings Account (PRSA) provider. We can assist you in meeting your statutory obligations by:

- > Arranging your business PRSA contract with a suitable provider
- > Facilitating employee pension deduction and investment
- > Advising you in relation to employee payroll deduction disclosure obligations, and
- > Group, or one-to-one, employee consultations, as required

Employee benefit schemes (pension, life and / or disability schemes) can be viewed as an important, tax efficient, tool in attracting and retaining staff. Where you wish to establish employee benefit schemes, we can:

- > Advise and assist you on set-up of an appropriate benefit structure
- > Ensure value for money, by sourcing cost quotations from a number of benefit providers
- > Provide administrative support in the ongoing operation of schemes, and, where relevant
- > Provide appropriate training to pension trustees or, alternatively, advise on the appointment of a professional corporate trustee

Russell Brennan Keane - Why Choose Us?

- > Largest regional accounting and financial services firm in Ireland with over 130 professionals in 3 offices (Dublin, Athlone, Roscommon)
- > Significant experience with start-ups and entrepreneurial businesses
- > Significant audit and accounting experience
- > State and local tax specialists
- > Designated IFRS expertise within the Firm
- > Member of the Leading Edge Alliance (LEA), an international professional association of leading independently owned accounting and consulting firms.

About Us

Russell Brennan Keane is a leading business advisory and accountancy firm. With 50 years experience providing professional advisory services to a range of clients in the mid to large corporate market in Ireland, operating from offices in Dublin, Athlone and Roscommon.

Contact Us



Alan Shaw
Manager
Tel: (01) 6440100 / (090) 6480600
Email: ashaw@rbk.ie



Brenda Lynam
Manager
Tel: (01) 6440100 / (090) 6480600
Email: blynam@rbk.ie

... unlock the *potential* in your
business with **SME AllServ®**

Russell Brennan Keane Office Locations

Dublin

96 Lower Baggot Street
Dublin 2

Tel: (01) 644 0100

Athlone

RBK House, Irishtown,
Athlone, Co. Westmeath.

Tel: (090) 648 0600

Roscommon

Castle Street, Roscommon,
Co. Roscommon.

Tel: (090) 662 6750