

**Annexure 1: Book-keeping and Accounting Services**

<b>Book-keeping</b>	Recording entries in the accounting system and support necessary documentation in the process, per applicable accounting principles and in conformity with the nature of business and contracts.
<b>Financial Statements</b>	Generate Financial Statements and reconcile to Trial balance. Perform required report check procedures.
<b>Reconciliation Services</b>	Bank statement to Bank Ledger Supplier Ledger to Vendor Payments Customers Ledger Intercompany transactions
<b>Contract review Services</b>	Prepare contract summaries identifying deliverables Draft preliminary accounting considerations/analysis, based on the requirements of the on-site engagement team.