

# Catalogue of services

**2023/2024**

Training firm

**Trainee Consulting GmbH**  
**Steuer- und Unternehmensberatung**

Fischamender Straße 23-25  
trainee336@uebungsfirmen.at



Übungsfirma

**Trainee Consulting GmbH**  
**Steuer- und Unternehmensberatung**

## Table of contents

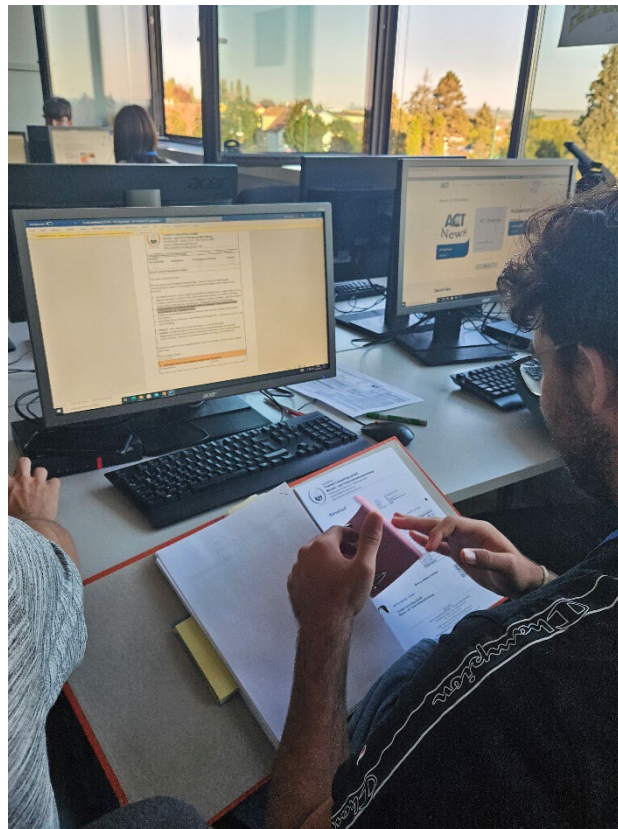
<b>1 Tax consultancy</b>	<b>3</b>
1.1 Accounting	3
1.2 Annual financial statements - tax return	4
1.3 Sustainability report	5
<b>2 Management consultancy</b>	<b>6</b>
2.1 Training firm start-up advice	6
2.2 Software-training	7
<b>3 Webinars</b>	<b>8</b>
3.1 Payroll accounting - ELDA	8
3.2 Training BMD NTCS	9
3.3 Tax return	10
3.4 Payroll accounting	11
3.5 Introduction to accounting	12
3.6 Basis for preparing the annual financial statements	13
<b>4 Technical literature</b>	<b>14</b>
4.1 Accounting – introductory seminar documents	14
4.2 Payroll seminar documents	15
<b>5 Products</b>	<b>16</b>
5.1 Notepads	16
5.2 Wooden Pen	17
5.3 Cotton bags	18
<b>Requestform</b>	<b>18</b>

# 1 Tax consultancy

## 1.1 Accounting

- Preparation of the monthly bookkeeping
- Posting of receipts in accordance with legal requirements
- Document control
- Advance sales tax return
- Reconciliation of balance lists, open item lists including dunning process
- Short-term income statement
- Cost accounting
- Transmission of the evaluation by e-mail

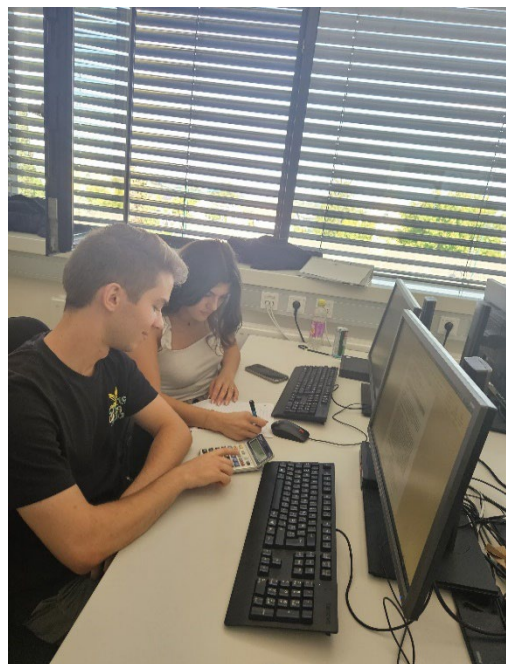
gross (per hour)	net (per hour)
57,00 €	47,50 €



## 1.2 Annual financial statements - tax return

- Employee assessments
- Income and expenditure accounts
- Annual financial statements, balance sheet, profit and loss account and notes in accordance with the provisions of the Accounting Act
- Preparation of tax returns
- Carrying out/discussing/analysing the annual financial statements
- Contact person for legal issues
- Transmission of the analysis by E-Mail
- Preparation of sustainability reports

	gross	net
Employee assessment per employee	120,00 €	100,00 €
Revenue and expenditure account	510,00 €	425,00 €
Annual financial statements	840,00 €	700,00 €
Tax returns	105,00€	87,50 €
Counselling per hour	45,00 €	37,50 €
Sustainability report	967,68€	806,40 €



### 1.3 Sustainability report

- Improve competitiveness
- Analysis, review and further development of existing concepts for sustainability reports

	<b>gross</b>	<b>net</b>
Sustainability Report	<b>967,68€</b>	<b>806,40 €</b>

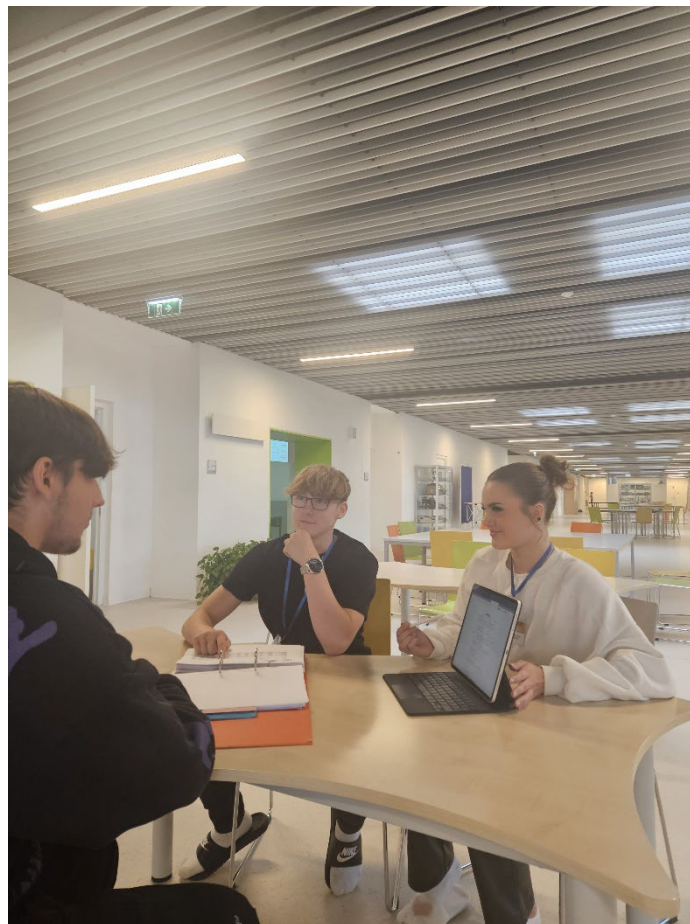


## 2 Management consultancy

### 2.1 Training firm start-up advice

- Checklists - required activities
- Advice on the choice of the legal form
- Analysis - opportunities and risks
- Business plan preparation
- Checking funding opportunities
- Social insurance - advice

	gross	net
Per hour	<b>105,00 €</b>	<b>87,50 €</b>
Business plan preparation	<b>600,00 €</b>	<b>500,00 €</b>



## 2.2 Software-training

- Training with the BMD program
- Additional tips and tricks for BMD

	Brutto	Netto
Hourly rate per participant	<b>120,00 €</b>	<b>100,00 €</b>



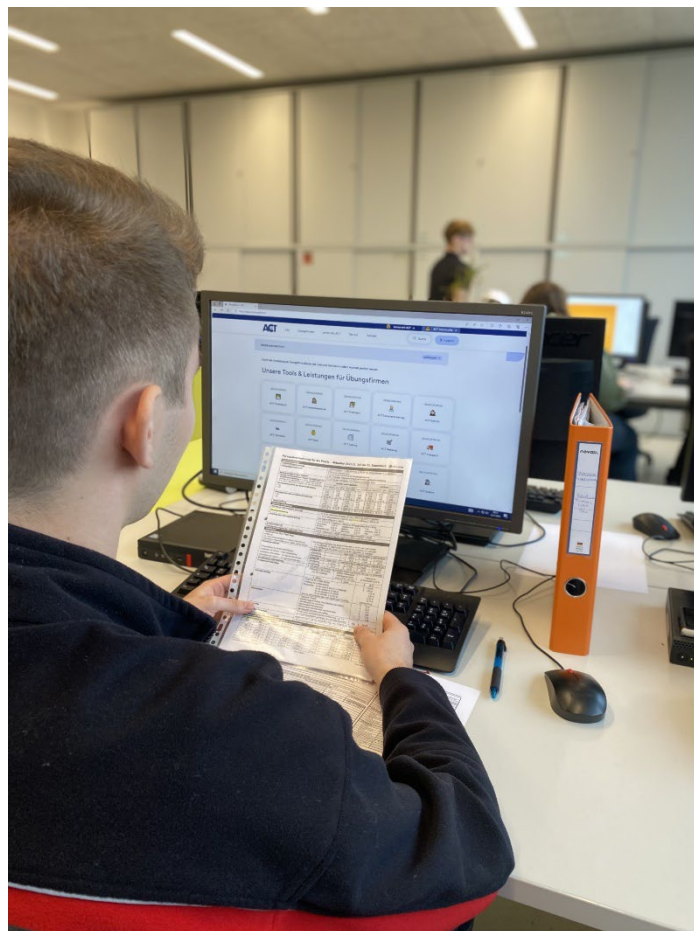
## 3 Webinars

### 3.1 Payrollaccounting - ELDA

- Payroll accounting
- Calculating ancillary salary costs
- Preparation of employment contracts
- Registering employees
- Creating master data sheets

Length of time: 8 hours

	Brutto	Netto
Webinar contribution per participant	<b>54,00 €</b>	<b>45,00 €</b>





## 3.2 Training BMD NTCS

- Legal framework conditions for bookkeeping
- Organisation of double-entry bookkeeping and accounting technology
- Function and structure, organisational regulations, document system, account, posting technique, chart of accounts
- Accounting cycle
- Posting simple business transactions
  - Basics of value added tax
  - Advance payment, assessment, VAT accounts, tax rates, assessment basis, posting simple documents
  - Basics of income tax
  - Basics of income and expenditure accounting
  - FinanzOnline, tax office account
  - Sample evaluation, balance lists

	<b>gross</b>	<b>net</b>
Module 1 per participant	<b>54, 00 €</b>	<b>45,00 €</b>

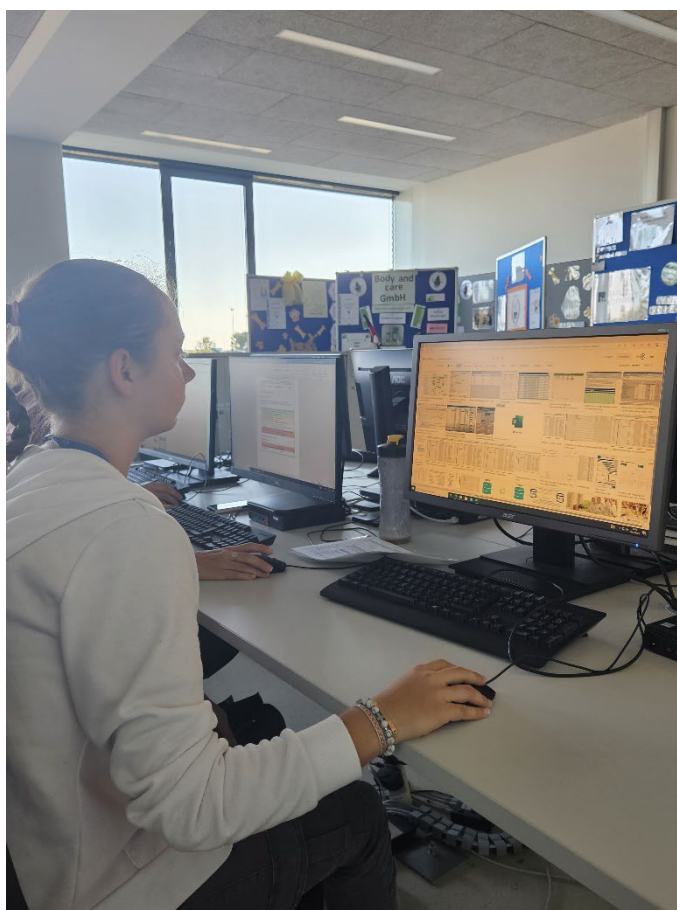


### 3.3 Tax return

- Practice-oriented presentation of selected legal regulations for the preparation of the 2020/2021 annual financial statements
- Preparation of annual financial statements taking into account all legal changes
- Information on changes to the 2020/2021 tax returns
- Submission of the tax returns
- Webinar duration: 8 hours

Length of time: 8 hours

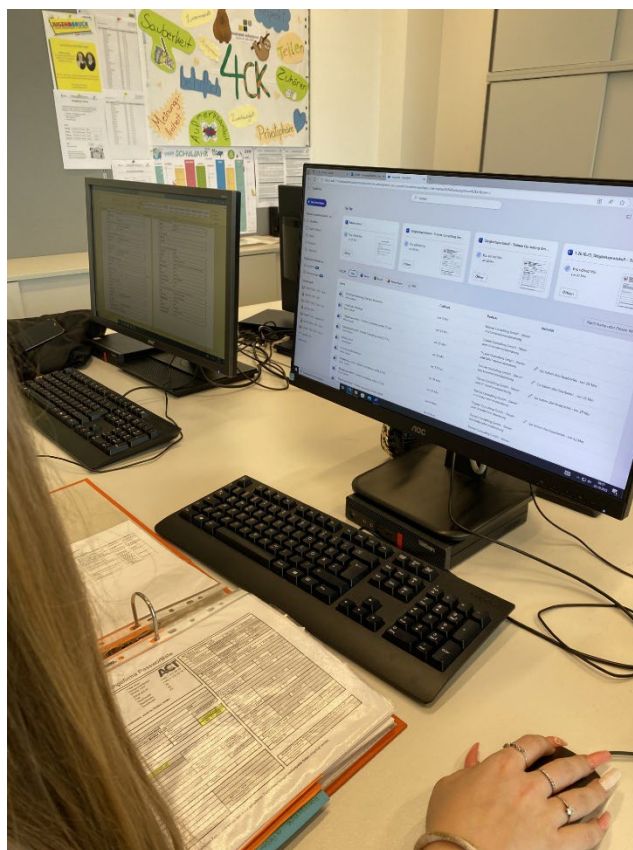
	gross	net
Webinar contribution per participant	<b>168,00 €</b>	<b>140,00 €</b>



### 3.4 Payroll accounting

- Payroll accounting
- Correct categorisation in the collective agreement
- Remuneration (all inclusive/overtime flat rate)
- Back payments according to LSDBG

	gross	net
Moduel 1 per participant	<b>168, 00 €</b>	<b>140,00 €</b>
Module 2 per participant	<b>168,00 €</b>	<b>140,00 €</b>



### 3.5 Introduction to accounting

- Legal framework conditions for bookkeeping
- Record-keeping obligations, financial accounting, accounting systems, bookkeeping obligation
- Organization of double-entry bookkeeping and accounting technology
- Accounting cycle
- Opening entries, current entries
- Posting simple business transactions
- Basics of taxes
- Basics of income and expenditure accounting
- Record-keeping obligations, inflow-outflow principle
- FinanzOnline, tax office account
- Sample evaluation, balance lists

Length of time: 8 hours

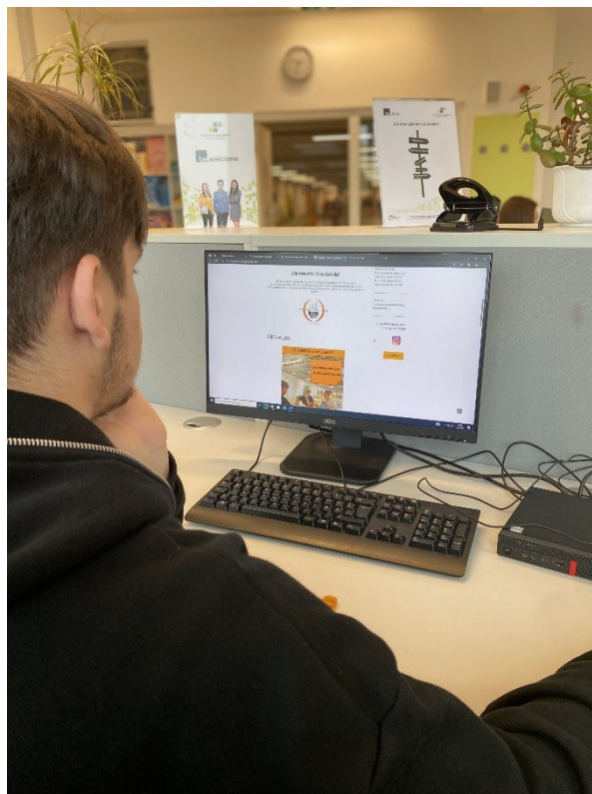
	gross	net
Module 1 per participant	<b>216, 00 €</b>	<b>180,00 €</b>
Module 2 per participant	<b>216,00 €</b>	<b>180,00 €</b>



### 3.6 Basis for preparing the annual financial statements

- Value concepts under company law and tax law
- Valuation principles and principles of proper accounting
- Balance sheet
- Fixed assets
- Current assets
- Provisions
- Liabilities
- Prepaid expenses and deferred charges
- Deferred taxes
- Equity
- Management report

	gross	net
Webinar seminar per participant	264, 00 €	220,00 €

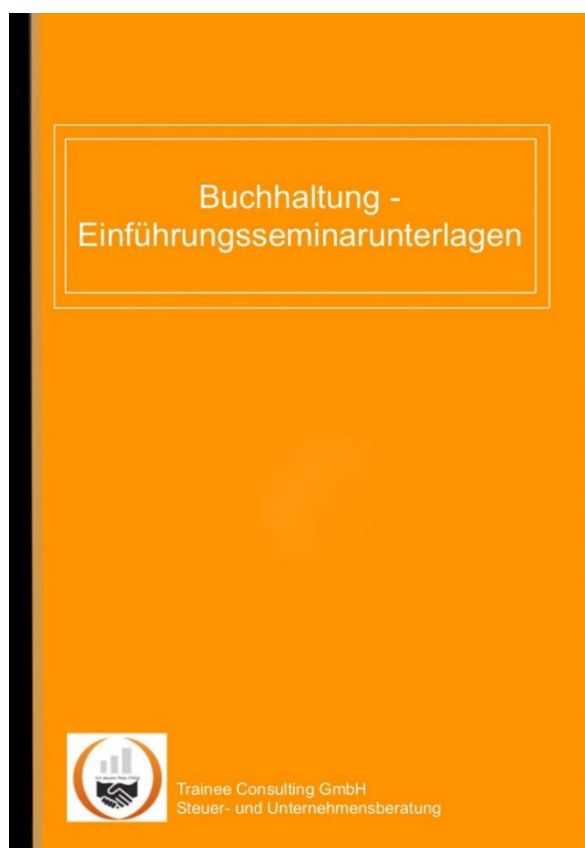


## 4 Technical literature

### 4.1 Accounting – introductory seminar documents

- Advice and support:
  - in tax matters
  - in the PV
  - in accounting tasks
  - Document organization
- Valuation of fixed assets
- Seminar Balanced Scorecard
- Seminar documents: Introduction to accounting

	gross	net
Seminar documents per participant	<b>48,00 €</b>	<b>40,00 €</b>



## 4.2 Payroll seminar documents

- Deadlines and dates for payroll accounting
- Collective agreement work
- Legal basis for payroll accounting
- Classification under social insurance law
- Seminar documents: Introduction to payroll accounting

	gross	net
Seminar documents per participant	<b>48,00 €</b>	<b>40,00 €</b>







## 5.2 Wooden Pen

	gross	net
Wooden Pen	<b>4,25€</b>	<b>3,54€</b>



## 5.3 Cotton bags

	gross	net
Cotton bags	<b>10,55€</b>	<b>8,79€</b>



## Requestform

<b>Name of the training firm</b>	
<b>Adress</b>	
<b>Postal code, Location</b>	
<b>E-Mail</b>	
<b>Date</b>	

Service	Unit	Single price	Total price
		Subtotal	
		+ 20 % VAT	
		+10 % VAT	
		Total price	