



Balmoral Park | Chaguanas



868-751-5566



www.lacconsultingt.com



contactus@lacconsultingt.com

SERVICES OFFERED

Bookkeeping Services

- Input all transactions for up to 3 bank accounts and/or credit card accounts
- Reconcile up to 3 bank accounts and/or credit card accounts
- Make any journal adjustments as needed
- Provide Balance Sheet, Profit & Loss, and any other reports needed
- Provide Budgeted Balance Sheet, Profit & Loss, Cashflow and any other budgeted reports needed

Accounts Payable Services

- Maintain vendor records
- Enter bills into Accounting Software
- Prepare vouchers and cheques for you to print / or pay through your bank's online platform
- Process VAT / Business Levy / Green Fund Levy

Accounts Receivable Services

- Maintain customer records
- Enter invoices to be emailed and /or mailed
- Mail invoices
- Process statements to be emailed and/or mailed
- Mail statements
- Process VAT Returns

Inventory and Fixed Asset (Management) Services

- Monthly / Quarterly / Annual stocktaking
- Make any journal adjustments as needed
- Prepare reports as needed



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Payroll Services

- Maintain employee records (including TD1 preparation and submission)
- Process weekly / bi-weekly / semi-monthly / monthly payroll
- Provide pay slips for distribution to employees
- Provide a summary and/or detailed payroll reports
- Prepare all statutory returns (for the NIB and BIR)
- Prepare third party payments (including payments to financial institutions and insurance companies)
- Prepare all year-end reporting (including TD4 preparation and submission)

Year-End Bookkeeping

- Reconcile all bank and credit card accounts
- Make all journal adjustments
- Provide any reports needed

Accounting System Setup

Accounting Package or Bookkeeping Cleanup Services

Recruiting Services

- Prepare job description
- Source candidates (via various forms of advertising) – additional fees may apply
- Screening candidates
- Interviewing candidates
- Shortlisting candidates
- Selecting candidates
- Onboarding (including preparation of correspondence)



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Benefits Services

- Administering Group Health / Dental / Vision Plans
- Open Group Health Plans for employees
- Processing employee claims
- Submitting claims to Group Health Plan providers for reimbursement
- Processing payments to Group Health Plan providers
- Administering Pension Plans / Annuities
- Open pension plan accounts for employees
- Advising on investment of pension funds
- Payment of retirement benefits
- Accounting for transactions

Talent Management Services

- Create a Performance Management System
- Preparation of promotion letters
- Train Managers and Employees on the use of the Performance Management System
- Create employee reward and recognition and other incentive programmes
- Organizing company functions (additional fees may be applicable)
- Provide advice when needed

Training and Development Services

- Prepare annual training and development plan
- Organize training and development programs
- Conduct training interventions
- Liaise with training providers, vendors and caterers
- Liaise with Managers and Supervisors (Performance Management System) – additional fees may be applicable
- Succession Planning
- ROI tracking
- Provide reports as needed



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Strategic HR Leadership Support

- Review of existing policies and procedures
- Compile new policies and procedures
- HR Planning
- Health, Safety & Environment considerations
- Security Administration
- Succession Planning
- Compilation of reports for the Board of Directors
- Preparation of Acting and other correspondence
- Industrial relations practice (additional fees may be applicable)
- Separations (package and correspondence preparation for retirement, resignations, firings & retrenchment)

Combination Packages available

Monthly/Quarterly/Annual Retainer Packages available

FOR JOB HUNTERS

- **Resume Creation & Improvement:** Stand out from the competition with a professionally crafted resume that highlights your unique skills and experience.
- **Cover Letter Preparation & Enhancement:** Make a memorable first impression with a customized cover letter tailored to the position you're applying for.
- **Job Placement Assistance:** Unlock new career opportunities with our expert guidance and connections in your field.
- **Interview Coaching:** Boost your confidence with personalized coaching to ace your next interview.