Oremus Corporation (NA)

200 S Washington St, Ste 300, Crawfordsville, Indiana, USA, 47933

Comprehensive Scope & Fee Structure

1. Gas Station & C-Store Accounting

❑ **Specific Operational Tasks – Gas Stations & C-Stores**

- Receive Daily Report from Store Managers
- Collection of POS System Reports, Cash Registers, Tank Reports, Other Reports from Store Managers
- Reconcile Daily Report with Supporting Documents
- Update Inventory Tracker with Purchase & Sales Values
- Perform Weekly Settlement Reconciliation with Fuel Procurement & Credit Card Sales
- Record Revenues & Expenses related to Ancillary Services (ATM / Lottery / Entertainment / Car Wash Outsourced / Other Machines)
- Cash & Credit Card Reconciliations
- Preparation and filing of monthly Sales tax returns
- Assistance and Coordination with CPAs on Other Filings

2. Other Business Entities (Landlord, Investments, Construction, Gaming etc.)

❑ **Specific Operational Tasks – Other Entities**

- Monitor bank transactions
- Record all transactions viz. loan disbursements, repayments, lease rentals
- Maintain & update loan statements, repayment schedules with interests, payments, waivers, adjustments
- Repayment schedules with updates and observations
- Record and maintain schedules of capital work in progress (CWIP) if any
- Maintain & update lease schedules
- Update outstanding lease receivable balance after each payment
- Track and update security deposits (received/adjusted/refunded)
- Accrue monthly income (interest for lending, rental for leasing)
- Reconcile lease schedule with accounting books
- Perform Balance Sheet vs. Schedule reconciliations
- Record other incomes related to business entity
- Cash & Credit Card Reconciliations
- Assistance and Coordination with CPAs on Other Filings

SCOPE EXCLUSIONS

- Setting up payments in the bank portal
- Inventory Management

3. General Accounting – Common Accounting Scope across Business Types, Entities

❑ **Bookkeeping – Cash Basis**

- Review and setting up Charts of Account
- Maintain Books of Accounts
- Entering Purchase & Payments
- Recording receipts from clients and other service partner
- Entering Payroll Journal Entries
- Recording the Bank, Credit Card & Cash transactions
- Recording all other transactions in the system
- Preparation and recording of manual Journal Vouchers (JVs)
- Recording of Prepaid and Amortization entries
- Recording depreciation and other adjusting entries

❑ **Month End Closure Activities**

- Review of manual Journal Vouchers (JVs)
- Review Fixed Assets details including depreciation workings
- Review list of Prepaid Expenses
- Review Bank, Sweep & Credit Card Reconciliation
- Reconcile Physical Inventory Report received from Store Manager/Auditor
- Inter Company/Division reconciliation, if any
- Review of Loan & Interest
- Ledger Scrutiny
  Coordinate and resolve open items with Store Managers, Client POCs

❑ **Reporting**

- Monthly MIS report in the agreed format