



# Oremus Corporation (NA)

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

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## Exhibit A – Statement of Work

### 1. Accounting Services

#### ☐ 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

#### ☐ Specific Operational Tasks

- 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

#### ☐ 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

#### ☐ Reporting

- Monthly MIS report in the agreed format



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## SCOPE EXCLUSIONS

- Setting up payments in the bank portal
- Inventory Management

## NOTE

- Our team will review the existing operating procedures and will recommend improvements to enhance efficiency, accuracy and management reporting
- Sales Tax returns and filings will be reviewed by our CPAs to ensure the accuracy
- Siraj Noorani, CPA, our associate partner, will be involved in the necessary training and guidance, including adherence to local requirements, if any