



VCFO SERVICE COVERAGE

PARTH SHAH

CA – USA CPA – REGISTERED VALUER (SFA)

1. Accounting Oversight & Book Review

- Correct revenue recognition
- Expense classification
- Balance sheet reconciliations
- Provisions, accruals & adjustments accuracy

2. Cash Flow & Treasury Management

- Cash inflow/outflow monitoring
- Forecasting and working capital planning
- Fund management support
- Budgeting assistance

3. Operational Finance Support

- Review & approval of financial transactions
- Vendor management & procurement support
- Payment cycle monitoring
- Internal control implementation & SOP creation

4. MIS & Strategic Advisory

- Monthly/quarterly MIS reporting (P&L, BS, ratios)
- Financial dashboards and KPI tracking
- Cost optimization insights & variance analysis
- Business planning, projections & investor reporting

1. STATUTORY COMPLIANCE VERIFICATION

GST Compliance Audit

GSTR-1, 3B, 9, 9C verification • ITC reconciliation • Late fees & notices review

MCA (ROC) Compliance

AOC-4, MGT-7/7A, DIR-3 KYC • Event-based filings • Statutory registers

Income Tax Compliance

ITR filings • TDS/TCS compliance • Form 26AS, AIS, TIS review

Audit & Accounting Review

Statutory & Tax audit • Form 3CA/3CB/3CD • Internal control gaps

2. SECRETARIAL GOVERNANCE CHECK

- Board Meeting & AGM/EGM minutes verification
- Identification of missing resolutions
- Notices & agendas review
- Registers check (MBP-1, attendance, share allotment)

3. FINANCIAL & DOCUMENTATION DIAGNOSTIC

- Books of accounts & ledgers review
- Aging reports analysis
- Agreements & vendor documentation
- High-risk areas identification

GST MANAGEMENT

- ▶ Filing of GSTR-1, GSTR-3B, CMP-08, ITC-04
- ▶ Monthly ITC reconciliation
- ▶ Replying to routine GST notices

MCA & SECRETARIAL

- ▶ Annual ROC Filings (AOC-4, MGT-7/7A)
- ▶ Event-based filings (PAS-3, DIR-12, MGT-14)
- ▶ Resolutions & meeting notices
- ▶ Minutes book & statutory registers

INCOME TAX & TDS

- ▶ Income-tax return filing (Company/LLP/Individual)
- ▶ Monthly TDS/TCS deposit
- ▶ Quarterly TDS returns
- ▶ Form 16/16A preparation

AUDIT SUPPORT

- ▶ Coordination for statutory, tax & internal audit
- ▶ Audit schedules preparation
- ▶ Financial reporting data
- ▶ Books & documentation readiness



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