

Step Towards

Global - Sourcing



SandMartin
CONSULTANTS PVT. LTD.



Step towards Global-Sourcing



*SandMartin delivers outsourced accounting and tax services to accounting firms for **UK, US, Australia** and other countries. Our business is built on 'Trust'. We understand the responsibility that comes with outsourcing projects. As an extension of an accounting firm in India, (**Sunil Goel & Associates**) we bring together decades of accounting and financial services experience. Most importantly, SandMartin, a LEA member firm, delivers the trust and world-class capabilities which successful outsourcing projects needs.*

Our Focus

SandMartin doesn't look at **outsourcing as a short-term opportunity**. To us, you need to look 'Beyond Outsourcing' to the long-term benefits of how changes are taking place in the global marketplace. Having an offshore virtual workforce that can change as your business changes, allowing you to efficiently allocate resources and compete more effectively.

SandMartin can work with you to develop customized outsourcing solutions that fit the needs of your business and even enable you to **design your own custom offshore team of qualified professionals all efficiently managed by us.**

SandMartin in the News



Recently, **CA Magazine**, A leading Accountancy Magazine published by Institute of Chartered Accountants of Scotland (ICAS) - carried an article on outsourcing during recession where SandMartin has been applauded as **"One of the longest established Indian Outsourcing Service Providers for Finance & Accounts"**.



AICPA in their publication of "**Tax Adviser**" had stated **"SandMartin Tax services are a life saver for many CPA firms because it lessens the burden in peak season, give quick TAT-all at low cost."**

AccountancyAge

Accountancy Age a UK Accountancy magazine carried an exclusive article about SandMartin and how we have been into the KPO industry from the very beginning and applauded **"SandMartin as one of the first ones to hoist the flag of accounts outsourcing to India"**. It also talks about founder of SandMartin; Mr. Sunil Goel had a vision to provide these outsourcing services long time back, when outsourcing was unheard of.



SandMartin was a proud **Exhibitor Sponsor of Practice Society Conference of ICAEW in 2009**

Our Finance, Accounts & Taxation Outsourcing Services

SandMartin has been involved in a host of services for CA/CPA firms in UK, US and Australia. Some of them in which our credentials are credited at large, are:

- Bookkeeping & Accounts processing from incomplete records
- Preparation of EOY financial statements
- Finalization of Accounts/Year End Accounts
- Monthly Management Accounts
- Preparation of VAT/BAS Returns
- Cash Flow Forecasting
- Individual Tax Returns (SAR100, 1040)
- Corporate Tax Returns (CT600, 1120, 1120s)
- Partnership Tax Returns (SA800, 1065)
- Trust Accounting (for all type of Trusts)
- Reconciliation Jobs
- Billing Services & Invoices Processing
- Accounts Receivable / Payable



Other Outsourcing Services

- Retirement Plan Accounting & Administration (401k)
- Cafeteria Plan Administration (FSA, Sec-125)
- Claims Processing including Health, Insurance & Royalty Claims
- Self Managed Super Funds
- Electronic Data Processing Activities, etc

Why SandMartin?



- We have extensive experience in servicing International CA/CPA Firms including **LEA members firms from UK and US**
- Our **state of the art infrastructure** set-up and **qualified resources** ensure quality services to our customers
- Significant Accounts & Tax **Domain Expertise**
- **Multi Software knowledge**
- We maintain the **highest standards of business ethics**
- Total Commitment to **Privacy of Data**
- Savings of **50-60% of your current costs**
- Continuous Work Cycle: Overnight Turnover and **24/7 virtual workforce**
- Technical know how: **Subscription of CCH publications**
- **Web based work tracking** giving international clients closer control.

Web Based Job Tracking

For close control of jobs when they are outsourced, we offer online tracking portal, you can track the progress of job at any time any where at your own convenience (From Blackberry or any other PDA). Think of it like package tracking facility offered by courier companies. You will have day to day update, with a complete audit trail of communication regarding jobs sent to us, percentage of job completion, billing information and many more other benefits.

In broader sense the software will provide the following benefit:

- Tracking progress sheet which is updated on real time, having percentage completion of jobs outsourced
- Checking the total number of jobs assigned to SandMartin
- You can post a new job to SandMartin by keying a few fields in there
- On Posting a new job, automatic mailer will be sent
- You can attach your own planning memo and important comments on each and every job, which would be saved for times to come and hence easy to do jobs when they come to us the next time.
- On every updation in the job status, you will get an automatic mailer which you can check at your own convenient time
- You may check the billing status for any job, etc.

Our HR/Infrastructure

We have a dedicated team of **over 100 trained professionals in US/ UK laws** relating to pension, income tax, corporate laws & softwares, etc. These consist of **CAs, CPAs, ACCAs, MBAs (Finance & Marketing), Company Secretaries, Law Graduates, Software Programmers and Graduates.**

In order to achieve the highest levels of quality and efficiency we ensure continuous improvements in the employees knowledge base and client satisfaction through a comprehensive training schedule maintained for each employee. This is supported by the latest equipments like **web meeting, webinars, voice chats, etc.**

We have our own independent air-conditioned facilities in **Noida, New Delhi & Mumbai.** In the Noida office the total covered/built-up area is over **16,000 sq. ft.** comprising of 4 floors Lower Ground, Ground, First and Second. The seating capacity is for over 150 people with an expansion capacity to accommodate another 100.

- Each floor is divided into various rooms so that to the extent possible, staff working for a client, works from an exclusive area instead of working from open areas along with other colleagues working for other clients.
- We have two large Conferences cum Training Rooms and another 3 medium size Conference Rooms. Conference cum Training Rooms are located on each floor along with **LCD Projectors and LCD TVs for Training and Video Conferencing** purposes with the clients
- **Electronic Proximity Access cards with photo identity** are provided to each employee allowing access to only the zone he has been allocated. They have to be flashed both at entry as well as at exit and directly records times of every entry/exit. Visitors are screened at the main gate by the security guard and only after ascertaining the purpose are allowed entry and only to the zone required and are given **special Visitors' access cards**
- Complete state of the art CCTV system with several **Motion detection cameras installed** at strategic locations in consultation with security advisors for observing the movements of our own employees as well as visitors. Up to **32 cameras at a time can be viewed by the administrative managers** and others on their computer screens for close monitoring of what is happening at various locations/work and the same can also be viewed on cell phones.

Snap shot of our Infrastructure



MUMBAI OFFICE



NOIDA OFFICE






DELHI OFFICE




Logistics

In terms of logistics involved to do Outsourcing it's simple and what we say here is -it's not a rocket science. Most of the CA/CPA firms are already equipped to start outsourcing at any point of time. Few of the most popular and preferred method is explained below:

Offline Method:

		
CA/CPA firms can send us the source scanned documents through email / secured FTP / through our website (For UK - Courier can be sent)	We work on same softwares as you do on your computers.	We send the completed work back to you along with up-dated software back up for you to restore & review.

Online Method:

		
CA/CPA firms scans the data & upload it in a dedicated network drive on their server for us to access or may send us the source scanned documents through email / secured FTP / through our website (For UK - Courier can be sent)	We connect to your computer / servers using secured VPN / RDP / Citrix / go to my PC@.	We complete work & log out from the remote computer / server for you to review.

Frequently Asked Questions

- What are the benefits of outsourcing work to SandMartin?**
Using SandMartin's virtual workforce, your business can benefit from increased productivity, faster turnaround, ability to handle more clients, up to 50% savings in current costs, ability to manage cyclical practice areas and most importantly, SandMartin's services will enable you to focus on core areas such as tax planning, advice, consulting and business development.
- How is SandMartin's offshore staff trained in client and firm processes, accounting practices and relevant laws?**
SandMartin employs several Chartered Accountants, which are the corresponding Indian equivalent to US Certified Public Accountants. They are professionals with strong foundations in accounting and finance that are trained in Tax laws. We also subscribe to several CCH publications of respective countries.
- Should I tell my client that offshore staff will be processing their work?**
This is entirely your choice. We see ourselves as a transparent part of the process, with final delivery (review and audit) still done by your firm. SandMartin doesn't need to communicate with your client.
- What about my current staff?**
SandMartin's core proposition is to compliment what accounting firms and business like yours are already doing. For example, in a busy season, you may augment existing staff resources to take care of the traffic peaks. You must view SandMartin's services as a key component that can contribute to your firms' efficient allocation of resources.
- Do I have control over my data?**
You are always in control of your data. The physical data never leave your office if you don't want. The electronic data is locked under secured FTP or on your server.
- Why should I choose SandMartin?**
We're accountants with quality resources, 100% captive and owned infrastructure, and most importantly - we have already delivered success results.
- Where do I start?**
Visit our website www.sandmartin.com/contact-us.html and register yourself for a pilot project or contact us to talk with a SandMartin's representative. You will receive all information required to undertake a controlled & guided trial of SandMartin's outsourcing services.



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