Bookkeeping & Financial Reporting

Accurate books, a rigorous monthly close and reports you can act on, for companies, groups and organisations of any size.

What we do

- Bookkeeping, data entry and bank reconciliations
- Rigorous monthly close
- Accounts payable, invoicing and expense management
- Monthly financial and management reports
- CPA support at year end

What you receive

- Up-to-date, reconciled books every month
- A monthly financial report pack
- Clear records ready for your accountant or auditor
- A named contact for questions
- Support in QuickBooks or SAP

How it works

Set up

Agree the chart of accounts, systems and monthly calendar.

Record

Post transactions and reconcile bank and supplier accounts.

Close

Complete the monthly close with checks and adjustments.

Report

Send the monthly reports and talk through the results.

Who it's for

- **Companies and groups**
- **Hotels and lodges**
- **NGOs and projects**

Why it matters

Reliable monthly numbers are the base for every decision, tax filing and audit that follows.

INDICATIVE FEE

Bookkeeping & accounting, per month

BZ$600 – 6,975

Financial reporting

Usually included in the retainer

Final fee confirmed in a written proposal.

Hotel, Strata & Controller Services

Specialised accounting for hotels, lodges, rental operations and strata corporations, with a financial controller inside your finance structure.

What we do

- General ledger posting and monthly close
- Hotel revenue income audit and PMS integration
- Owner reporting: monthly and quarterly reports, condo owner statements, management fees
- Hotel tax compliance: hotel tax, GST and business tax
- Strata administration and accounting

What you receive

- A monthly close and management report pack
- Owner and condo statements on schedule
- Reconciled hotel tax, GST and business tax returns
- Stronger internal controls
- A controller who knows your property

Who it's for

Hotels and lodges

Rental operations

Strata corporations

How it works

Review
Map your PMS, POS and accounting flows and controls.

Integrate
Link revenue, cost allocations and tax to the books.

Close
Run the month-end close and the tax computations.

Report
Owner, management and strata reports, every period.

Why it matters

Hotels and strata corporations run on many moving parts; a controller keeps owners, managers and tax filings in step.

INDICATIVE FEE

Hotel, strata & controller services

Quoted for each assignment

Final fee confirmed in a written proposal.

Grant & Fund Administration

Financial support for non-profits, NGO networks and donor-funded projects, so funds are managed, reported and audited to local and donor requirements.

What we do

- Grant and fund administration
- Compliance monitoring
- Financial reporting to local and donor requirements
- Internal controls and streamlined processes
- Audit preparation and coordination

What you receive

- Donor-ready financial reports
- A compliance calendar and checklist
- Documented internal controls
- An audit file prepared in advance
- Support during the auditor's visit

How it works

Understand
Read the grant agreement and the donor's reporting rules.

Set up
Set up budget lines, coding and supporting records.

Monitor
Track spending and compliance through the grant.

Report
Prepare donor reports and coordinate the audit.

Who it's for

- NGOs and networks
- Donor-funded projects
- Non-profits

Why it matters

Clean grant accounting protects your reputation with funders and keeps the next round of funding within reach.

INDICATIVE FEE

Compliance & audit support

Usually included in the retainer

Compliance & audit projects

From BZ$5,300

Final fee confirmed in a written proposal.

Tax Filings

The regular tax filings every Belize business faces, prepared accurately, reconciled and filed on time.

What we do

- Business tax filings
- GST filings
- Income tax filings
- Hotel tax filings for hospitality clients
- Tax account reconciliations

What you receive

- Filings prepared to their deadlines
- Reconciled tax accounts
- A clear filing calendar
- Records ready for review or audit
- A named contact for tax questions

Who it's for

Companies and groups

Hotels and lodges

Small businesses

How it works

Collect

Gather sales, expense and tax records.

Prepare

Prepare the tax computations and returns.

Check

Review and reconcile before anything is filed.

File

File on time and keep the evidence on record.

Why it matters

Missed or wrong filings cost money and time; a set calendar and careful checks keep you compliant.

INDICATIVE FEE

Tax filings

Quoted for each assignment

Final fee confirmed in a written proposal.

Personalised Accounting Training

Accounting system set-up, migration and training that leaves your own team confident with the books.

What we do

- QuickBooks Online and SAP set-up
- Migration from desktop or server-based systems
- Chart of accounts design
- Hands-on training for finance staff
- Financial-management capacity building

What you receive

- A working, configured accounting system
- A chart of accounts that fits your reporting
- Step-by-step guides for your team
- Trained staff who can run the month
- Follow-up support after go-live

How it works

Assess
Review your current system, data and team skills.

Configure
Set up or migrate the system and chart of accounts.

Train
Train your team on the tasks they run each month.

Support
Follow-up help as your team takes over.

Who it's for

- **Businesses**
- **Hotels and lodges**
- **NGOs**

Why it matters

Skills that stay in-house compound over time: your team keeps better books long after the training ends.

INDICATIVE FEE

Accounting systems & personalised training

Quoted for each assignment

Final fee confirmed in a written proposal.

Enquiries Sara Escalante sara@silveroaksasset.com +501 615-0470 · www.silveroaksasset.com