



ABLE SEAS

## ABLE SEAS Services

Outsourcing your book-keeping or payroll function can help free up your team's time to focus on other value adding work. NCSS members can also tap on VCF Shared Services Grant to help defray the outsourcing costs.

Accounting	Payroll & Leave Management
<ul style="list-style-type: none"><li>• Book-keeping</li><li>• General ledger accounting</li><li>• Financial and management reporting</li><li>• Fixed asset register</li><li>• Accounts receivable</li><li>• Accounts payable</li><li>• Cash disbursement functions</li></ul>	<ul style="list-style-type: none"><li>• Monthly payroll processing</li><li>• CPF submissions</li><li>• Prepare/submit returns to IRAS and CPF</li><li>• Income tax filing (R8A/IR8E/IR21)</li><li>• Claims on government paid leave such as maternity, paternity and childcare</li><li>• Employee benefits management</li><li>• NS make-up pay</li><li>• Online leave applications and workflow</li></ul>
Other Benefits and Support	
<ul style="list-style-type: none"><li>• Up to 20% discount for social service agencies and social enterprises</li><li>• Be known as an inclusive and socially responsible company</li></ul>	



Find out more at [www.able-sg.org/able-seas](http://www.able-sg.org/able-seas)