



## reoplan Fiduciary

# Looking for a Fiduciary? reoplan is at your service!

Are you looking for a dedicated accountant who doesn't cut corners? Do you desire an independent auditor who can take your business to the next level as a sparring partner? Or do you need an HR specialist for a temporary period? Then you've come to the right place - reoplan. We offer you all the fiduciary services you need - in Thun, Bern, and Zurich. Or right at your location.

## Your trustworthy Partner – reoplan Fiduciary

Our clients' daily lives are diverse, complex, and challenging, just like the needs and expectations placed on us. The wide range of services offered by reoplan provides the perfect solution for SMEs, municipalities, administrations, or NGOs: Outsourcing complex bookkeeping permanently? Check. Effective tax advice for individuals and/or legal entities? Absolutely. Temporary takeover of all HR tasks? Anytime.

All these tasks are well taken care of at reoplan Fiduciary. And many more. We are also your single point of contact for questions about outsourcing, business consulting, succession planning, or interim management. Additionally, as an internal or external audit firm, we assess risks and create real added value. We see ourselves as your independent sparring partner and help advance your business.

**reoplan – personal, prudent, efficient.**



«The reoplan Group is your single source fiduciary and partner at your side.»

**Hans Rudolf Haefeli**  
Chairman of the Board  
reoplan Holding AG

# Our Fiduciary Services – a selection

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## **Interim and Annual Financial Statements**

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- Preparation of financial statements, including accruals, as per customer request, even using external accounting software like Sage/Pebe and others
- Management of accounting, including subsidiary ledgers
- Preparation of VAT returns, including year-end reconciliation
- Optimization of the annual financial statement from a tax perspective
- Digital preparation of closing documents for a limited audit

## **Tax Consulting and Planning**

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- Preparation of tax returns for individuals and legal entities
- Preparation of tax forms (e.g., income tax returns, Form 25, Form 103, Form 106)
- Review of tax assessments and assessments
- Full representation in tax matters

## **Payroll and HR**

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- Monthly personnel changes and payroll processing
- Distribution of payroll statements
- Social insurance registrations and deregistrations
- Annual reconciliation with social insurance authorities and reconciliation with financial accounting
- Annual preparation of income statements for employees
- As needed, occasional support or full HR management outsourcing

## **Audit and Assurance Services**

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- Internal or external audit services
- Regular limited audits
- Special examinations
- Group financial statements
- Internal control systems (ICS)
- Risk assessment
- Swiss GAAP FER / IFRS / ZEWO standards
- Employee pension funds
- Municipalities and public administrations/corporations

## **Succession Planning and Succession Management**

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- Planning for succession and transition
- Preparing valuation and sales documentation
- Searching for and identifying potential buyers
- Conducting or facilitating sales negotiations
- Managing the sales process
- Assisting in the transition of the business
- Financial, asset, and tax planning after the sale
- Developing and obtaining tax rulings

## **Outsourcing**

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- Accounting and administrative management of real estate
- Taxation services
- Human resources administration
- Planning tasks
- Project management
- Association secretariats



«My work is exciting and enjoyable. This is noticeable to our customers and is clearly reflected in the results of our work.»

**Marina Eggimann**  
Trust Specialist

## **Municipalities and Administrations**

- Controlling
- Financial and task planning
- Mergers
- Global budgets/service agreements
- Structures and processes
- Interim management
- Organizational development

## **Non-Profit Organizations / Associations**

- Controlling
- Professional partner on the administrative or board of trustees
- Infrastructure (cost management)
- Cost accounting
- Fixed asset accounting
- Strategy review/development
- Business process optimization

## **Fiduciary – digital**

- Accounts payable Process: Manage all invoices digitally – from receipt to processing to archiving

The digitalization of one's own business is more central than ever before. It's no longer a question of whether, but how to digitize existing business processes. Digital business processes in all areas directly contribute to the profitability of the entire company. They are clear, unequivocal, transparent, and efficient. Audits can also be conducted more efficiently and easily as a result. With the use of a Document Management System, documents are no longer searched for but found.

## **The reoplan Group**

reoplan was founded in 1987 as a fiduciary company and now has over 30 employees. Flexibility, innovation, and solid expertise ensure satisfied customers all around. In addition to the fiduciary sector, reoplan Immobilien AG in Thun is also part of the group, specializing in property management, sales, and appraisals. The Digital Services division for process management in the real estate and fiduciary sectors complements reoplan's capabilities.

## **Your Contact**



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Whether you are a small or medium-sized enterprise (SME), a municipality, an administration, or a nonprofit organization (NPO), we are here to serve you.

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