



Appendix A: Service description

Subject: Tendering for accounting services in accordance with national law at the Goethe-Institut Brussels. Setting up an implementation process and its execution. Ongoing accounting in the coming years

1. Client

The Goethe-Institut connects people around the globe in a vibrant cultural and educational network. With our programmes, we promote intercultural dialogue and cultural participation and strengthen the development of civil society structures. Openness and diversity characterise our offerings and working methods.

2. Initial situation

The Goethe-Institut works with the SAP accounting system and has several programmes that feed information into the system. Important interfaces include the portal for enrolment in our courses and examinations, and a portal for scholarships.

In total, the Goethe-Institut Brussels has a booking volume of approximately 8,500 expense entries per year.

3. Concept development and ongoing accounting

We are looking for a service provider who, based on our status, will primarily introduce and maintain accounting in accordance with national law:

- a. Analysis of the differences between German and Belgian accounting. Which entries need to be adjusted and which entries are covered by both national regulations.
- b. Analysis of the current accounting system and interfaces: how can existing entries be imported automatically?
- c. Schedule: what steps need to be taken and according to what timetable so that the first annual financial statements can be prepared in accordance with national law.
- d. Ongoing accounting: Ongoing accounting: Management of all accounting (GL, AP, AR, assets) in accordance with Belgian commercial law, including all legal obligations (VAT return, Intrastat, annual balance sheet and tax return, etc.).
- e. Contract term: the tender is for two (2) fiscal years with two (2) possible extensions of one (1) fiscal year each. Ongoing accounting must also be ensured during this period, including the interface to PEPPOL.
- f. Ongoing support with adjustments to national law and how the Goethe-Institut complies with these in consultation with its tax advisor.
- g. Preparation of mandatory tax returns and annual financial statements in consultation with the tax advisor and submission of the documents.

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