



**CRANN**  
Communities Supporting Each Other

# CRANN SERVICES



**Management Consultancy  
of Community Enterprise**



**Accounts  
& Payroll**



**Administration**

**Human  
Resource  
Management**

## MISSION STATEMENT

*The principle activities of the Company is the provision of shared services in respect of accounts, HR support, management consultants and other ancillary services to Community and Voluntary Organisations.*

## **The Crann Support Group**

The Maudlins, Trim, Co. Meath

Telephone: 046 948 1344 Email: [info@crannsupportgroup.ie](mailto:info@crannsupportgroup.ie)

**[www.crannsupportgroup.ie](http://www.crannsupportgroup.ie)**

# The Crann Support Group

*can provide you with:*

## 1. MANAGEMENT CONSULTANCY FOR COMMUNITY ENTERPRISE

The Crann Support Group provides a management support service to Charitable Organisations which oversees governance. By sharing knowledge, skills and expertise with Charitable Organisations the Crann Support Group supports voluntary Company Directors in relation to governance issues. The Crann Support Group recognises that all Company Directors are volunteers and assists them to gain confidence in understanding their role as a Company Director and in knowing that their organisation is compliant with all areas of Legislation.

For further information on this service please email:

[management@crannsupportgroup.ie](mailto:management@crannsupportgroup.ie)

## 2. HUMAN RESOURCE CONSULTANCY

The Crann Support Group provides a high quality human resources support service to social enterprises and voluntary and community groups. The Crann Support Group appreciates the need for professional up to date advice to be readily available to its clients at short notice.

*The Crann Support Group specialise in providing support in the following areas:*

- **Employment Terms & Conditions**
- **H.R. Audit Compliance**
- **Employee Relations**
- **Industrial Relations**
- **Performance Management**
- **Human Resource Documentation**
- **Legislation Compliance**
- **H.R. Policies & Procedures**
- **Absence Management**

Should you require support in any of the above areas email:

[hr@crannsupportgroup.ie](mailto:hr@crannsupportgroup.ie)

## 3. PREPARATION OF ACCOUNTS TO AUDIT STAGE

The Crann Support Group offers tailored book keeping services to community facilities. We provide a quality service in all areas of bookkeeping and specialize in the administration of financial returns for Grants received. We gather the data from you, generate accounts payable, accounts receivable, general ledger entries, financial reports, payroll and any other bookkeeping functions you may need processed all from our centralised accounts department. We have vast experience in the field and are happy to help in any way possible so let us take the hassle out of bookkeeping for you. Our administration services include;

### **Payroll:**

- Process wages using computerised payroll package
- Issue payslips weekly via email to each employee
- Organise bank transfers for the net wage payment for each employee
- Submit monthly P30 to the Collector General
- Submit annually P35 and P35L to the Collector General
- Prepare P60's for employees annually
- Set up and register new employees with the Collector General as required
- Terminate and issue P45's to employees exiting the company as required
- Liaise with the Collector General when required

### **Accounts Payable**

### **Accounts Receivable**

### **Other Administrative Duties:**

- **Grant aid requests and form filling**
- **Production of a weekly financial report**
- **Funding/Returns – Subvention- ECCE- Capital etc**
- **Year end Preparation**
- **Sage Reporting**

For further information email: [accounts@crannsupportgroup.ie](mailto:accounts@crannsupportgroup.ie)

