

Cooperative Education Report

Analysis of taxation Policy at Purwanchal Polymer Acrylic

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Abstract

This Cooperative report entitled "Analysis of taxation policy at Purwanchal Polymer Acrylic" has the goal to teach taxation rules and of Nepal under paint manufacturing company. The objective of the study includes: (1) To learn tax submission procedure in Nepal, (2) to study the different types of tax implement under paint manufacturing company, (3) to analyze the tax accounting procedure, (4) to gain the knowledge of tax deduction procedure. With the company, I was assigned to work with the accountant as an intern. Responsibilities included maintain sale book, purchase book, VAT purchase and sales, creditor and debtor's book, Stock book and maintain records of those entries through the computer using tally software. These are the regular work that I performed throughout the intern and also through the intern; I got a chance to involve in intern and external auditing which make me familiar with the taxation concept. It was also understood that the theories learned in the classroom do not always get implied as it states. The practical environment is subject to other external factors as well while complementing the theories. Upon the completion of the internship, it is found that the problem was resolved through selflearning and understanding the core of the problem and then via the guidance of supervisors, solving them. In this matter, I can learn more about social and communication skills, accounting skills, and work ethics which are very important for future career development and profession.

Keywords: Tax accounting, VAT purchase, and sales, Tax deduction, Taxation rules.

Acknowledgement

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I humbly extend my gratitude towards all who helped me in the successful completion of the internship and the co-op program with Siam University. I hope that I can build upon the experience and knowledge that I have gained from the company. I will endeavor to utilize the aptitudes and information that I have learned in the ideal way.

Mausham Rijal

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Chapter 1: Introduction

1.1 Company Profile

Purwanchal Polymer Acrylic (PPA) is a house paint and glue called C-TA COL manufacturing company which is established in 2010-08-16. The company aims to produce quality, long-lasting and affordable prices in the market. Since the established company's goodwill is increasing in the eastern part of Nepal. Purwanchal means eastern and polymer and acrylic together mean fast-drying paint made of pigment suspended.

The CEO of the PPA is MR. Ganu Prasad Dhakal has experience of more than 30 years in the business world. The company is providing jobs to more the 20 persons. Due to high-quality paint, the company is able to create goodwill in the market. The company not only focuses on growing its business but it has created a significant role in social work too by creating an awareness program. The company knows it valuable customer and organizing different marketing program to showcase its products. Mainly company focus on marketing its product as its competitor is rapidly growing and to sustain itself in a market it focuses on marketing strategies. Overall company financial and social goodwill is increasing and it has created a significant impact on its social side too which indicated growth of business in the future.

1.1.2 Vision of the company

To be the manufacturer of decorative paints in Nepal that offers the greatest value for the need of both professional and home consumers. To be a brand that is the most desired and respected by dealers and recognized for quality by consumers while offering afford ability to the widest range of coating solutions. To be a leader in sales and services of professional painting solutions and be a source of pride for our country in the international market.

1.1.1 Mission of the company

Mission of the company is to provide customers with outstanding value through quality products at affordable price

1.1.3 Strategies

Being a small manufacturer and products have lower cost feature than other competitors PPA paint is using this strategy. It indicates as:- Low price, Less risk ,Low expenditure, Large volume of production ,Large volume of sales and Easy break-even point.

1.2 Organizational Structure

PPA organizational structure divided into 2 different parts one is production and another is administrative department. Under production all of the manufacturing process or factory side lies where as administrative side official and marketing side. Company follows hierarchy organizational structure. The organizational structure is below.

1.2.1 Figure:-



1.2.2 job position of the intern

I have done my intern in the accounting account department as an accountant assistant. Roles that must be followed as an accountant assistant are:- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records. Preparing financial reports, such as balance sheets and income statements, invoices, and other documents. Working with bookkeeping software. Handling sensitive or confidential information with honesty and integrity. Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients. Taking on additional tasks or projects to learn more about accounting and office operations.

1.3 Intention to join the company

I belong to a business background family and after my bachelor's degree; I might look after family business along with education and what I believe that I must be able to handle internal activities of the company. To do so I found Account department would be best to know internal activities. I intended to learn how accounting knowledge applies in the real world, how the company maintains its accounting. After joining the company, I also got the chance to work for the internal auditing of the company.

In Nepal, the fiscal year ends on the 15th of July called Ashar masanta. Every business has to close its yearly transaction on that day and should clear it's all taxes. In case of failing for audit and pay tax, the government gives 3 months of additional time to submit. PPA submits its tax on 15 of October and for that company needs to do its internal auditing. As my intern post was on accounting and while involving in internal auditing helps me to get a clear picture of accounting as well as taxation. While working in the accounting department I got a chance to learn the account concepts and even some of them were completely new for me. I got a chance to learn more than I expected.

1.4 Strategic analysis of company

1.4.1 SWOT Analysis of the company

Strengths:- It is an internally controlled factor. It enhances the performance of the company. It has strong brand name and positive reputation in the minds of the customers. It provide vide range of color and all products are uniquely water based.

Weaknesses:- The major weakness of PPA is low public awareness outside the city, mainly because of lack of advertisements and promotions, another weakness is that they don't have their own distribution channels.

Opportunities:- One of the greatest opportunities for PPA is to increase awareness among the customers regarding high quality paints and new launched product, Advertisements and promotions can play an important role in achieving it.

Threats: - The biggest threat of PPA Paints is the increased number of competitors. They are other companies producing the same products; they have captured the market share. Next is an Indian based product, which capture almost 80% of the market, which creates difficulties for competing in international market.

1.4.2.1 PESTEL

Political Factors:-

The political situation is more or less stable in nature now. _ 10000000

Economical Factors:-

- Market based economy
- Introduction of FDI in paint sectors

Social Factors:-

- Rise in price of raw material
- Import of raw material

Technological Factors:-

- Emerging of IT sector
- Modernization of paint like (waterproof paints, Teflon coating, creating color shop)
- Lead free paint

Environmental Factors :-

- lead free paints
- season and climate change

Legal Factors:-

- Pollution control Law
- Health and Safety Law
- Environmental Law

1.5 Objectives of the study

The objectives of my internship are enlisted below:

- 1. To study the accounting system in business.
- 2. To learn taxation procedure accounting system.
- 3. To study the rules of accounting and taxation in Nepal.
- 4. To implement the knowledge gained in regards to financial activities.
- 5. To study the important of taxation on business.

Chapter 2: Internship Activities

2.1 Job description

Internship Role: Accountant assistance

Intern Internship Description:

My activities during the internship were focused on account and auditing. I was appointed as accountant assistance and during my internship, I got a chance to enroll in the auditing phase too, which was informative and meaning full. Mainly my internship was divided into 2 phases, one is the accounting phase where I used to do daily accountant basis work and the next is the auditing phase where I worked with my supervisor during internal auditing.

2.2 Responsibility

The responsibilities and detailed description of the work I had to do during my internship period are enlisted below: -

- Posting of transaction into books: Every transaction must go through the book of account. While working my responsibility was to post the sales transaction into sales book, purchase transaction into purchase book, credit sales into debtor book, and credit purchase into creditor book. Moreover, after complete production of the product, those productions are entered into office Stock book and my responsibility was to maintain day to day production book.
- 2) Entry of transaction through tally software:- After posting into books, my responsibility was to maintain records using tally software. I used to post the Vat bill, create the ledger and maintain cash book using tally software. During the regular phase, I post the transaction into tally software, and also during the intern auditing phase I use tally software to re-check the ledger and transaction.
- 3) To reconcile the creditor and debtor book:- At the end of the year, every company wants to clear its creditor and debtor as its hamper the liquidity as well as the balance sheet of the company. My responsibility was to reconcile each creditor ledger with a computer using a tally and provide further information with a printed statement to the supervisor.

- 4) Filling VAT return form:- As per the rule of taxation in Nepal, every VAT registered form and company should pay its vat and fill the form on the 25th of every month. A company should pay the amount of VAT on purchase goods subtracting VAT on sale goods. My responsibility was to maintain VAT resister and to find out the VAT payable amount also my responsibility was to post the record of that transaction which exceeds more the one lakh which should be recorded during filling the VAT form.
- 5) Vouching:- This responsibility was given to me during the internal auditing phase. Vouching means "verification of entries in the books of account by examination of documentary voucher such as invoice, VAT bill, debit and credit note and so on. I used to check whether the vat bill was named on company name or not and the bill won't able to satisfy the category it won't regard as expenses of the company. Moreover, I used to arrange the loan certificate insurance certificated for the evidence and I also checked whether the TDS was deducted from the services or not.
- 6) Making salary sheet:- During the auditing company needs to show all the expenses with the evidence and as salary regards expenses of company and government deducted certain tax on salary. The company deducts 1% tax from the salary of the employer as Social Security's tax (SST) and must pay to the government. As per the labor act, every worker/employee must pay 10% of their basic salary as provident fund and another 10% is paid by the company and responsibility was to prepare a sheet considering all this information and must attach the tax-paid bill as evidence for auditing.
- 7) Prepare bank reconciliation statement:- A bank reconciliation statement is a summary of banking and business activity that reconciles an entity's bank account with its financial records. While doing the banking activities some of the transactions are not recorded into the passbook as well as cashbook and the job was to rectify such non-recorded transactions and create bank reconciliation statements before final auditing.
- 8) VAT reconciles statement:- The total of the VAT exclusive column gives total sales which should be reconciled with the sales account figure and applies same in case of

purchase VAT. As PPA imports raw material and total purchase amount may not be reconciled with the 13% VAT because while importing raw material/ machinery the purchase price will increase due to transportation cost and another extra cost while importing. Transportation costs add up with the value of purchase but VAT will charge on the initial purchase amount only. My responsibility was to create the statement considering all the classification of differences.

- 9) Calculate the deprecation of fixed Assets:- Calculate the deprecation of fixed Assets:- In the case of Nepal, the Nepal government has created a slab system for deprecation know as Pool A, Pool B and Pool C for fixed assets and the percentage of deprecation varies from A to C. My responsibility was to record to deprecation considering all the information and considering past data for deprecation.
- 10) Create internal audit report:- As I was new to the account as well as the Auditing department my responsibility was to help my supervisor while preparing the auditing report. Audit report consists of profit and loss statement, balance sheet, and cash flow statement with all the description, as per NFRS stander. My responsibility was to help the supervisor by providing data on my research and statement. I was helping my supervisor throughout the auditing process and my work was reviewed before finalizing.

2.3 Activities in coordinating with co-workers

I used to work with my supervisor during the internship and it was much fruitful working with my supervisor. He has done a master's in finance and 3 years of experience in the accountant field which was the pulse point for me to learn many things from him. I was the only intern during my internship program. I worked not only with the account/supervisor but I got a chance to work with the auditor of the company, where I learn basic knowledge of the taxation rules as per Nepal government rules and regulation. Working with a high level of skilled personality gives me chance to learn many things and able to rectifies my mistakes. During 3 to 4 weeks I worked under the supervision of my supervisor and after I got basic knowledge of accounting I used to work with my supervisor and I helped him during the internal auditing. Working with a high-level personality was much more Knowledgeable and fruitful.

2.4 Mini Process diagram

During normal days



2.5 Contributions made during the internship

The contribution made during the internship was focused on Accounting and auditing. Along with these, contributions in many other departments were also made. Concerning the assigned roles and responsibilities, I was able to successfully make the following contributions during the internship: -

- Maintain the record of accounting transactions and company maintain a record of Vat purchase, Vat sale, stocks, debtors, creditors, cash and bank transaction through computer as well as manual process system. I help and contribute by maintaining the record through tally. My responsibility was to prepare the vat bill and VCTS for the dispatch of goods. After dispatch, the transaction is recorded into the sales book and ledger. Those transactions are also are recorded in tally.
- 2. Another contribution was helping during internal auditing. I was appointed as an intern in the accounting department but somehow I got a chance to involve in auditing. My responsibility was to do vouching, bank reconciliation, vat reconciliation, prepare salary sheet, and maintain a file of these records. I got a chance to learn about billing and I got a chance to familiar with the document that is necessary for business.
- 3. Likewise, before final auditing, we need to ask for the confirmation and I was assigned to ask for the confirmation through and even I was assigned to prepare confirmation for the company. Confirmation later contains the total turnover of each vat register company, any remaining balance to pay. My responsibility was to ask for the confirmation later and verify with our system.
- 4. Alongside these contributions which directly fall under my responsibilities, I used to prepare bills that are needed during the dispatch of goods, coordinate with the stock keeper to prepare the stock book. Moreover, I was assigned to prepare the advertisement design. A sample was given to me.

Chapter 3: Identification of Problems Encountering during Internship

3.1 The problems:

During the auditing phase, there were different accounting and taxation terminologies which were new for me such as vouching, Vat reconciliation, TDS, SST, Salary sheet, Income tax excises duty, and so on. Though I am a finance student and I know about rules of accounting as per NFRS (Accounting Standard) but the taxation terminologies were new for me.

For eg:- While I was doing internal auditing, my supervisor gave me the task to make the salary sheet and as per the information I got, I created a salary sheet where I missed out on SST percentage, Staff allowances, and Provident fund percentage and I used same income tax percentage for all the employees. I was not well aware of the terms:- SST, PF, and rules of income tax on individuals and I created the wrong salary sheet.

In the tenure of my internship, there were some challenges that I faced as an intern during the first few weeks. The challenges are enlisted below:-

- Understand the office culture:- My previous intern was at service orientated company and this was my first time working in a product manufacturing-orientated company in the accounting department. During my first days of internship, I was facing socializing struggles. Trying to know the organizational culture was quite a challenge for me but as I became familiar, I get used to it.
- 2. Work Pressure:- As the company was doing its internal auditing and during this phase, I had to manage to do regular work as well as help my supervisor with auditing. The company started its auditing a bit late due to covid-19 and as the date was coming for final auditing, which Creates pressure on the work environment.
- 3. Issues with self- management: As I was working with other team members on certain tasks and projects, I was required to have the ability to work collaboratively across various teams and all levels of staff. During this time, a slight problem of teamwork and self-management was encountered

- 4. Different course background: Though I was from finance and department taxation was something new for me. Account and taxation are two different concepts, as taxation follows the standard and is regulated by government rule, whereas account is governed by business its self, and being updated regarding tax was a little tough for me.
- 5. Limited time: During the work, there was not such deadline given to me but as the company internal audit started late we have limited time to work and get confirmation from our creditors. During a short period, we were able to complete an internal audit with limited staff due to covid-19.

3.2 Solving the problems with examples

Though taxation terminologies were new for me I used to research the internet and also my supervisor helps me a lot to make me understand though terminologies. As I completed my intern, now I know more or less about such terms and accounting systems in an organization.

For Eg:- To resolve the problem about the salary sheet my supervisor taught me about the terms that are involved in the salary sheet and I went on the internet and found out the percentage involve in it. The income tax rate for the individual differs from what employee earn and also determine whether he/she is married or not. Considering all the terminologies and income tax rules I made the salary sheet and overcome the problem.

The above-enlisted problems during the internship were solved differently. The solutions are mentioned below:-

- Understanding the office culture was difficult for me for the first 2 weeks:- To solve this
 problem, I felt that it was best to know from the people working in the office. For this, I
 tried meeting every individual over breaks. As I go on working I felt part of the company
 due to the friendly environment. Though there was post division in the company every
 individual help each other and that's what makes me easier to work.
- 2. Unlike other internships, I was not bored by having less or no work. Instead, I was burdened with work. A helpful environment makes my work easier, as everyone knows I was there to learn and everyone was ready to help me throughout the work. Even my supervisor used to say "you need to do everything by yourself so that you can learn

more". Before any work, he uses to give me instruction, and I was burdened with the work, and that what I enjoyed.

- 3. To solve the problem of the early deadline, I understood the importance of time management. When a certain task was assigned to me, I did homework on how the work can be completed with the set deadline. Also, I did not put my hand on all the baskets together which would have left me in the middle of nothing. Instead, I started with one assignment, and then once completed, I started another by setting personal deadlines. This way I was able to allocate time for each work and did not end up in a jumbled up and chaotic situation.
- 4. As I am a finance student and working on accounting was not that difficult because I can correlate with my study but taxation and VAT were something new for me. As taxation rules and auditing cannot be mastered in one or two months but during the auditing, I learn a lot. I use to search the rule of taxation on the government website so that I can a clear picture of income tax, vat, import, and export duties. I used to do homework so that I can get some ideas and also there was my supervisor who helps me to learn

3.3 Recommendation to company

Considering all the problems I want to suggest the company do the auditing earlier so that there won't be much work pressure on the employee. Also, I want to suggest updating most of the system of working through computerized. The company only uses "tally" as accounting software but there are other software's such as CRM (Customer Relation Management) software, production management software, and so on. Moreover, I want to suggest the company use a digital platform for advertisement.

3.4 Learned during the Co-OP Studies

During my Co-op studies, I got a chance to explore myself in the real world and gain knowledge through observation, 'hands-on experience, and communication with supervisors and fellow employees. Learn many things about organization culture, Accounting system, Customer relation, and many more. Opportunities to practice skills learned in your course work as well as to develop new marketable skills. I learn how to build networking and gain experience in reallife accounting. I learned the usages of accounting in the real world and some of the taxation concepts as per the rules and regulations of Nepal.

As an intern, I got a chance to learn and able to develop my skill. Skill in taxation helps me to enhance more about rules of government, computer skill regarding tally software, vouching for skills, I got chance to learn more about VAT and TDS. Skill regarding rules and regulations imposed by the government, Communication skills, how to respond to the seniors, documentation skills, I have been assigned to submit vat return form where I get a chance to learn about vat return, accounting skill, and much more. The internship, as a whole, was very productive for me on an individual basis. It helped me stretch my limitations to shape myself in any possible given situation. The first and foremost biggest learning experience for me would be to work in a different situation to what I was used to. How an organization should work, how to deal with the customer, communication skills and account concepts were the main learning and take away from an intern. Not only did I get a chance to learn about accounting but also I got the chance to learn about auditing.

3.5 Applied the knowledge from course to the real world

The internship, as a whole, was very productive for me on an individual basis. It helped me stretch my limitations to shape myself in any possible given situation. The first and foremost biggest learning experience for me would be to work in a different situation to what I was used to. How an organization should work, how to deal with a customer, communication skills and account concepts were the main learning and take away from an intern. Not only I got a chance to learn about accounting but also I got a chance to learn about auditing.

Comparing academic that I have learned from the classroom with my internship was somehow similar in terms of rule of accounting and some of the aspect was completely new for me. Accounting rules and principles such as matching principle, economic entity, going concern revenue recognition principle, and many more rules that I felt similar with classroom knowledge. One of the biggest learning for me was that things do not occur as per the set theories every time. By this I mean, a theory remains the same in that particular situation where ever you read it whereas practical learning has a lot of external factors affecting it. It might be the people you're learning from or working from, or even under any other condition. When a person goes on for

practical learning with knowledge of the respective theories, she/he will save herself/himself a lot of effort to not do something that is not going to work out. Theories have been tried and tested before. By knowing certain theories from my bachelors' education, I did not have to go from the zero levels to perform a task. This made me understand the true value of the theories that I learned during my lectures. Therefore, I learned the concept that it will always be theories complementing practical learning or practical learning complementing the theory.

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my work. Even I got a chance to work CA's while final auditing for few weeks. My activities during the internship were focused on the account and auditing department.

This pandemic taught us many things not only individuals, organizations, and even the government will be concerned about in the future. Many are going toward making a business continuity plan. Even being an individual, I got a chance to work in the organization even in this pandemic and learn how to work if such pandemic occurs in the future and responsibility are under the accounting parts of the company where I got supervisor as an accountant of the company. During the first month, a supervisor was assisting me and last 2 months I worked with an accountant for internal auditing of the company and my supervisor was there if there were any difficulties with my work. Even I got a chance to work CA's while final auditing for few weeks. My activities during the internship were focused on the account and auditing department.

3.4 Special skills:-

- Accounting skill:- As I am a finance student and some of the accounting concepts I have learned inside the classroom can be correlated during my intern. I got the chance to experiment with class knowledge in the business world. I got a chance to develop my accounting skills and their uses in the business world.
- Skills regarding tally software:- Skills regarding tally software:- I have never use tally before and working with tally software was a new experience for me. In Nepal, most of the businesses use tally for their accounting entries into the computer and I am glad that I got a chance to learn about tally software.
- 3. Taxation and auditing skills:- Accounting and taxation are two different things in the business sector. In taxation, the business should follow the rules set by the government and an accounting business can follow the rules set by the account. During my internship, I got a chance to learn about both taxation and accounting.
- 4. Besides form above skills, I have learned other skills that might be help full in the future and they are- communication skills, documentation skills, organization behavioral skills, Problem Solving Skills Time Management, and many more.

Chapter 4: Conclusion

4.1 Summary

An overall experience of my internship in an accounting department was informative and fruit for me. As I was appointed as accountant assistance and I got a chance to enroll in auditing phase too. During my internship I got a chance to explore myself in an accounting field. I got a chance to learn and able to develop my skill. Skill in taxation, skill regarding tally software, vouching for skills, I got chance to learn more about taxation terminologies, Communication skills, how to respond to the seniors, how to handle a customer, and many more skills.

4.2 Self-assessment as a professional

This intern was helpfull for me to gain practical knowledge in the field to accounting and taxtation and I would thank everyone who helps me. I choose the accounting department as an intern and during these 3 months, I learn many things and concepts of accounting. This internship also resulted in me understanding three important things. First, always ask for feedback. Feedback is important for improvement in work. Second, don't be shy to follow up on the information you need from someone, and don't be shy to share your two cents on how a process/product could be better. Third, always have an open mind to incorporate knowledge and ideas. Having the opportunity to hone my financial skills and learn more.

This internship made me revises my strength and weakness, which enabled me to hone my strength further and turn my weaknesses into strengths. I was able to understand the fact that opportunities and chances are available around us. All we need to do is grab them as much as we can. Skills such as communicational skills, networking skills, multitasking, and social skills which are required in a future professional, are somehow inhibited in me and have been nurtured over the internship tenure. The internship is the most ideal approach to put theoretical learning into practice. I don't claim that I have fully turned into a professional in these 3.5 months but I would say that it was a very important and learning period that I believe will give me a competitive advantage in the future. I also realized that it is important to maintain punctuality to climb the ladder of success

I believe that I would be able to do good not in one field precisely but be able to take along both the accounting and financial field and achieve my ultimate goal of becoming an entrepreneur.

4.3 Limitation of studies

Limited Access of data:- Though it is easy to get data from PPA there is less presence of data of other Paint manufacturing companies for comparison. As all of the paint manufacturing companies are privately limited, this makes difficulties to compare statistical data with PPA.

Issue with privacy of company:- As PPA is a private limited company and I have maintained the secrecy of the company as I worked in the accounting department. I cannot able to disclose the actual or numerical value of companies such as net profit, capital, equity, debt, and other ratios.

4.4 Recommendation to company

As I worked only for 15 weeks in the company and during these days I found some drawback that company must include in upcoming years. This company uses tally as accounting software which seems outdated at present time. There are new versions of accounting software that are much more reliant and easy to use. In this technology world where most of the systems are computerize and while looking at PPA, it is more reliant on manual systems. Low digital marketing is also one of the main problems of PPA. Though companies use tally as accounting software most of the accounting transactions are based manually. My recommendation for this company is to use technology in its accounting as well as marketing field

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Appendices













Factory area







Working area