



CHARTERED ACCOUNTANTS
AND FINANCIAL SERVICES

ACCOUNTING

PROCESSING OF FINANCIAL TRANSACTIONS

- proper bookkeeping from source documents
- using Pastel bookkeeping program
- bank, credit and cash transactions
- processing of debtors, creditors, stock and general ledger transactions
- keeping proper audit trails for audit and tax purposes

BUSINESS ADMINISTRATION INCLUDING ALL STATUTORY REQUIREMENTS

- keeping track of all the prescribed statutory requirements
- full VAT administration, including completion of returns
- administration of "payroll" taxes including PAYE, SDL and UIF
- handling RSC levies and administration thereof
- handling Workmen's Compensation administration
- handling full income tax administration

PREPARATION OF MONTHLY MANAGEMENT ACCOUNTS

- preparation of management accounts on a regular basis
- keeping track of income and expenses
- monitoring income and expenses against budgets

- getting up to date information to monitor your business
- taking immediate action when things go wrong

DRAFTING OF ANNUAL FINANCIAL STATEMENTS

- for personal use to gauge your business against previous years and/or budgets
- to re-negotiate your overdraft facilities
- to submit your tax return
- to sell your business to a potential buyer

PREPARATION OF BUDGETS AND CASH FLOW STATEMENTS

- to plan ahead
- to use as a benchmark to gauge actual performances
- to re-negotiate credit facilities
- to anticipate potential problem areas in your business
- forms part of your long term business plan

SECRETARIAL WORK FOR COMPANIES, CLOSE CORPORATIONS AND TRUSTS

- founding of companies, close corporations and trusts
- acting as auditors for companies
- acting as accounting officers for close corporations
- acting as trustees for trusts
- assisting with statutory requirements such as keeping of minutes, stock registers etc.