

Our Accounting Services

Bookkeeping

Monthly or more frequent collection of documentation from your premises

- Capturing of documentation
- Cash Book processing and Bank Reconciliations
- Petty Cash Reconciliations
- Debtors reconciliations and Statements
- Creditors reconciliations and remittances
- Inventory/Stock Control and Reconciliation
- Maintenance of fixed asset registers
- VAT calculations
- eFiling payments to SARS
- Management Accounts emailed or delivered
- Cash Flow Statements
- Income Statement
- Balance Sheet
- Trial Balance

Management accounting

- Financial Statement Preparation and Accounting Officers Report
- Budget preparation and reporting
- Cash-flow forecasting and reporting
- Other Adhoc monthly financial reporting (Sales Analysis, Product costings, Inventory/Stock costings, Annual

Leave, Sales Forecasts)

- IT14 SD – supplementary declaration (Income Tax Reconciliation, PAYE Reconciliation, VAT Reconciliation, Customs Duty Reconciliation)
 - Expense analysis
 - Business modeling
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Excel templates

- Financial Statements – compile financial statements based on IFRS for SME's
 - Fixed Assets Register – Calculate Wear and Tear / Depreciation
 - Accounting excel templates
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Computer support

- Electronic Documentation Scanning and archiving
- Printer, Scanner, Tablet or Smartphone installation
- Setup Anti Virus
- Install and setup 3rd party programs
- Wireless, ADSL and router setup
- Backup and restore of data
- Offsite backing up solutions
- Hardware problems
- Software problems
- Install and maintain networks
- Remove Viruses, Ad-ware, Spy-ware and pop-ups
- Internet and Email setup
- Help stop Spam
- Cloud storage solutions

Company Registrations & Returns

- Shelf Companies
 - Registering a new company
 - Memorandum of Incorporation – and advising directors of their obligations as per Companies Act and relevant legislation
 - Adding or removing directors
 - Change company name
 - CIP0 annual company returns
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