OUTSOURCED
FINANCE

PACKAGE – FOR SMMEs AT FINANCIAL INSTITUTIONS

ACCOUNTING

- Monthly Pastel processing
- Monthly General Ledger Recons
- Processing receipts and payments per bank statement (bank reconciliations)
- Debtors: invoicing and statements
- Vendors: processing invoices and Payments Allocation
- Monthly Management Accounts
- Annual Financial Statements (Unaudited)

TAXATION

- Provisional Tax (Twice per year)
- Annual Tax Return

COMPANY SECRETARY

- Annual CIPC return submission (submission fee for the customer account).

OTHER

- VAT Registrations and Returns Submissions
- PAYE, SDL, UIF SARS registrations
- UIF and COIDA Registration at Department of Labour

PAYROLL

- Full Pastel Payroll Processing (Monthly)
- Monthly General Ledger Recons
- PAYE, SDL, UIF Submissions (Monthly)
- UIF Declarations (Monthly)
- IRP5 Recons (Twice a Year)
- Workman's Compensation Returns (Once a Year)

STAND ALONE STATUTORY AND TAX SERVICES:

The following services are also offered as standalone work and not as part of a package:

- CIPC Registrations
- Tax work and Submissions
- BEE Certificates for EMEs
- Financial Statements Compilation
- All Tax Types Registrations
- UIF Registrations With Department Of Labour
- COIDA Registration