

Big firm capabilities small firm personality



MISSION STATEMENT

Our vision is to improve the bottom line of your business, by making time count. This means we assist our clients with all their financial requirements, shifting the focus of the financial reporting burden, allowing them to drive and focus their time on the core of their business

ACCOUNTING

- Bookkeeping to Trial Balance
- Annual Financial Statements
- Monthly management accounts
- Processing of financial Information
- Attorney and Estate Agent Trust account compilation

TAX ADMINISTRATION AND PLANNING

- Monthly statutory returns
- Income and Provisional tax returns for Individuals, companies, trusts
- Payroll, UIF, SDL, Workman's compensation
- PAYE Reconciliation
- VAT returns
- Estate Duty
- Fringe benefit tax
- Donations Tax
- CGT
- Tax Administration
- Tax clearance certificates
- PBO registrations

PAYROLL MANAGEMENT

- Monthly payroll preparation
- EMP 501 Reconciliation's & submissions
- IRP5 Certificates
- Compile and submit UIF returns (UI-19)
- Process and issue of Payslips



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COMPANY SECRETARIAL SERVICES

- Registrations of Companies and Trusts
- Shelf Companies
- BEE Certificates
- Acting as accounting officer
- CIPC Annual Returns

MANAGEMENT CONSULTING

- Business start up
- Cash flow forecasting
- Preparation of budgets
- Wills and estate planning
- Advising on Estate and Financial planning, formation of Trusts and Estate duty planning
- Preparing Cashflow statements and financial information for Banks and Financial Institutions
- Attending to company secretarial and share transfer work
- Asset Register Management and Depreciation calculations

PROPERTY MANAGEMENT

SAVING YOU TIME – MAXIMIZING PROFITS

- Profiling
- Lease agreements
- Billing tenants and collecting funds on your behalf
- Paying utilities on your behalf
- Transferring your rental income to you every month

“Large enough to handle all your financial requirements, small enough to know your name when you call”



Registered with SAICA and SAIT