

Services Offered by Accounting Businesses

Services	Considerations
Accounting and Bookkeeping Services	
Data Entry – Cash Book/s, Suppliers, Customers	Per Hour
Reconciliations – General Ledger, Suppliers, Customers & Balance Sheet Accounts	Per Hour
VAT Report/s & Reconciliation/s	Per Hour
Valuations (Businesses, Properties, Shares)	Per Hour or set fee
Payroll	
Payslips (Calculated Per Employee, Per Month & Batched into 1 file)	Per Hour
Payslips (Calculated Per Employee, Per Month & Provided Individually)	Per Hour
Payslip Calculation	Per Hour
IRP5/IT3 Certificate – Per Employee	Per IRP5/IT3
Employee Income Tax Registration	Per Hour
Department of Labour – UIF Declaration	Per Hour
Workmans Compensation – Calculation for ROE Return	Per Hour
Annual Financial Statements	
When full bookkeeping function is performed from source documents	Set Fee Based on The Per Hour Staff Rate
- Less than 100 transactions per month	Set Fee Based on The Per Hour Staff Rate
- Between 100 - 500 transactions per month	Set Fee Based on The Per Hour Staff Rate
- Over 500 transactions per month	Set Fee Based on The Per Hour Staff Rate
Where full reports supplied by client	Set Fee Based on The Per Hour Staff Rate
Management Accounting	
Preparing Management Reports	Set Fee Based on The Per Hour Staff Rate
Attending Management Meetings	Set Fee Based on The Per Hour Staff Rate
Preparing Custom Reports – (Cash Flows, Projections etc.)	Set Fee Based on The Per Hour Staff Rate
Income Tax	
IT12 – Individual Income Tax Return – Individual with IRP5	Set Fee Based on The Per Hour Staff Rate
IT12 – Individual Income Tax Return – Individual with IRP5 & Rental Income	Set Fee Based on The Per Hour Staff Rate
IT12 – Individual Income Tax Return – Sole Proprietor	Set Fee Based on The Per Hour Staff Rate
IT12 – Individual Income Tax Return – Sole Proprietor & Rental Income	Set Fee Based on The Per Hour Staff Rate
IT12 – Verification/Audit Selection by SARS	Additional fee charged per hour
IT14 – Income Tax Return – Company or Close Corporation	Set Fee Based on The Per Hour Staff Rate
IT14 – Income Tax Return – Company or Close Corporation – Nil Return	Set Fee Based on The Per Hour Staff Rate
IT12TR – Income Tax Return – Trust	Set Fee Based on The Per Hour Staff Rate
IT12TR – Income Tax Return – Trust – Nil Return	Set Fee Based on The Per Hour Staff Rate
IT14/IT12TR – Verification/Audit Selection by SARS	Additional fee charged per hour
Provisional Tax	
IRP6 – Provisional Tax Return – 1st Period – Individual, Company, Close Corporation or Trust	Set Fee Based on The Per Hour Staff Rate
IRP6 – Provisional Tax Return – 2nd Period – Individual, Company, Close Corporation or Trust	Set Fee Based on The Per Hour Staff Rate
VAT	
VAT201 – Nil Return	Set Fee Based on The Per Hour Staff Rate
VAT201	Set Fee Based on The Per Hour Staff Rate
VAT Verification/Audit Selection by SARS	Additional fee charged per hour

Services	Considerations
PAYE	
EMP201 – Nil Return	Set Fee Based on The Per Hour Staff Rate
EMP201	Set Fee Based on The Per Hour Staff Rate
EMP201 – Verification/Audit Selection by SARS	Per Hour
EMP501	Bi-annual Return
Advisory Services	
Tax Planning Sessions	Value Added Services may be priced considering the increase in profits and benefits the client is received, or it may be a combination of an hourly rate and benefit received.
Tax Strategy Development (Individuals and Businesses)	
Start-Up Diagnosis Services	
Estate Planning	
Business Financial Analysis	
Setting Up Accounting Systems and Controls	
Service and Product Costing	
Business Exit Strategies	
Assurance Services	
Independent Review	Set Fee Based on The Per Hour Staff Rate
Immigration Accounting (Business Visa and Critical Skills Visa Applications)	Set Fee Based on The Per Hour Staff Rate
Agreed Upon Procedures engagement (Assurance on Internal Controls, Projects, Environmental compliance etc.)	Set Fee Based on The Per Hour Staff Rate
Secretarial Services	
Annual Return & Financial Accountability Supplement	Set Fee Based on The Per Hour Staff Rate - Be clear on whether fees include or exclude CIPC fees where applicable
Name Reservation	
Private Company Registration – Standard MOI	
Amendment to Memorandum of Incorporation (MOI)	
Amendment to Company Directors or Close Corporation Members – CoR39 / CK2	
Issue Shares / Transfer Shares	
Amendment to Company or Close Corporation Registered Address – CoR21.1	
Combined Company Share Register & Minute Book	

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- **Expertise Sharing:** Leveraging a network of seasoned professionals to offer up-to-date, industry-standard practices.
- **Professional Development:** Promoting continuous learning to keep accountants at the forefront of their field.
- **Community Building:** Creating a platform for meaningful interactions and exchange of ideas among peers.
- **Industry Advocacy:** Addressing challenges and highlighting achievements within the accounting sector.
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