

FEE STRUCTURE FOR MICRO & SMALL BUSINESSES (Turnover less than R10m per annum)

Accounting and Tax services			
	Essential	Premium	Executive
	Trn 150	Trn 250	Trn 400
Monthly services			
Book-keeping services			
✓ Processing of invoices & recording of all business transactions	✓	✓	✓
✓ Bank & cash transactions allocations and reconciliations	✓	✓	✓
✓ Balance sheet accounts reconciliation	✓	✓	✓
✓ Asset register maintenance		✓	✓
Taxation services			
✓ Preparation of income tax schedules & submission of all income tax returns	✓	✓	✓
✓ Preparation and reconciliation of all VAT related items & submission of VAT returns		✓	✓
✓ Filing & submission of (2) directors / members personal income tax returns			✓
Accounting services			
✓ Monthly management accounts		✓	✓
✓ Preparation and compiling of annual budget / forecast			✓
✓ Preparation and compiling of annual financial statements			✓
Payroll services			
✓ Payroll processing for 1-10 employees	3	5	10
✓ Payslips generation & IRP5/IT3 and distribution to employees	✓	✓	✓
✓ SARS EMP201/501 returns & UIF declaration submissions	✓	✓	✓
Value add services			
✓ Cloud accounting software subscription	✓	✓	✓
✓ Regular reports on your key numbers		✓	✓
✓ Quarterly business review meeting & unlimited email and telephone support			✓
✓ Filing & submission of CIPC annual returns and COIDA Return of earnings			✓
✓ Filing & submission yearly industry regulatory bodies returns			✓
Monthly Fees			
Medium & Large Enterprises - Estimated Annual Turnover above R10m	2,200	3,500	5,000

Payroll and Financial Control services			
Payroll services			
✓ Payroll processing & payslips			✓
✓ Submission of monthly PAYE/UIF/SDL returns (EMP201 & EMP501)			✓
✓ Submission of monthly UIF declarations to Labour Dept			✓
Monthly fee per employee			100
Financial statements preparation			
✓ Trial balance preparation & population from source documents			✓
✓ Income statement // Balance sheet //Cashflow statement			✓
✓ Notes to financial statements			✓
Once off fee			6,800

Business and Compliance services			
Business registrations services			
✓ Company registration // Tax compliance Pin // BBBEE affidavit // Share certificates	✓	✓	✓
✓ Govt Central supplier database registration (CSD)		✓	✓
✓ Business / company profile			✓
Total fee per package	800	950	1,250

Compliance & Secretarial services			
✓ VAT registration			1,200
✓ Registrations: SARS (PAYE/UIF/SDL) // Dept of Labour (UIF / COIDA) // CIDB // CSD *			450
✓ Income tax / VAT / PAYE returns submission & Tax clearance			950
✓ CIPC Annual returns filing and submission *			250
✓ Director changes (additions and removals) // Company name changes *			350
* Services fee exclude the applicable fees charged by these institutions			
All above services fees inclusive of 15% VAT			