

Registration number: 2011/077507/23

Professional Accountants (SA) | Commissioner of Oaths | Registered Tax Practitioners

Dear valued customer

We are pleased to offer you our monthly packages that have been designed with your needs in mind. We believe that this packages caters for your company's needs and will enable you to focus on what you know how to do best which is running your day to day business without the need to try and be everything to your business. The reason we have developed this monthly packages is to ensure that we give you the services you need at a price you can afford. There are so many reasons today for and against outsourcing your business' accounting and finance function to an outside Accountant but we believe that while some of the reasons against outsourcing might be valid, the question to be answered still remain; what are you planning to achieve with having an Accountant helping you? At Mafela Accountants, we can help you answer the aforementioned question as follows:

Having an outsourced Accountant can help you with the following:

- Cheaper accounting costs without the need to pay employee benefits
- Having the benefit of someone looking at your books and giving an independent professional advice
- Value for money
- Registration with professional bodies such as SAIPA and SARS. These professional bodies require that we keep abreast of the latest developments in our field by attending seminars and conferences and we believe that this will benefit your business as we will be able to advise you based on the most recent accounting practices, Income tax and other regulations.
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We believe that you will find your best fit from the service packages below.

Yours faithfully

Collen Mafela
Managing Director

1869 Bloom Crescent, Fleurhof Ext 23, Roodepoort, 1709
P.O. Box 783250, Sandton, 2146 | Email: collen.mafela@gmail.com|shumani.mafela@gmail.com
Contact: 0721848203 (Collen)| 0828182333 (Shumani)
Members: Collen Mafela (Managing Director)|Shumani Mafela

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Service packages	Silver	Gold	Diamond	Platinum
	R3,500 pm	R4,500 pm	R10,000 pm	R15,000 pm
Dedicated account manager	✓	✓	✓	✓
Bookkeeping and processing of transactions	Every 2 months	Monthly	Every 2 weeks	Weekly
Audited Annual financial statements	Annually	Monthly	Every 2 weeks	Weekly
Management reports	Every 2 months	Monthly	Every 2 weeks	Weekly
VAT returns, reconciliation, processing and submission	✓	✓	✓	✓
Tax planning on a continuous basis	✓	✓	✓	✓
Provisional tax returns: Calculations, processing and submissions	✓	✓	✓	✓
Income Tax returns: Calculation, processing and submissions	✓	✓	✓	✓
Withholding tax/Dividends: calculation, processing and submissions	✓	✓	✓	✓
Online payroll processing	✓	✓	✓	✓
PAYE, SDL & UIF returns: Submission and reconciliation	✓	✓	✓	✓
Budgeting and cashflow monitoring	✓	✓	✓	✓
CIPC and statutory compliance	✓	✓	✓	✓
Workmans compensation returns: Calculation and submission	✓	✓	✓	✓

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