

SERVICES PACKAGES

RETAINER PACKAGES

As JBMN Chartered Accountants we don't believe that one size fits all still works in this ever-changing economic environment, our approach is to allow our clients to choose service package from dynamic and economical options that we have designed and developed, and which will suit their business needs. Our company believes that tailor made services allow client to look at their business stage, business needs, budget, and risk exposure that their business faces. Below are different services packages that our clients can choose from.

SERVICE PACKAGE	IRON	BRONZE	SILVER	GOLD	PLATINUM	DIAMOND
PRICE	R2 000.00	R3 000.00	R4 000.00	R6 000.00	R13 000.00	R19 000.00
Financial Management						
Bookkeeping Services	✓	✓	✓	✓	✓	✓
Monthly Management Accounts	✗	✗	✓	✓	✓	✓
Quarterly Financial Statements	✗	✗	✗	✗	✓	✓
Interim Financial Statements	✗	✗	✓	✓	✓	✓
Annual Financial Statements	✗	✓	✓	✓	✓	✓
Assets Management						
Compilation of Assets Register	✗	✗	✓	✓	✓	✓
Assets Verification	✗	✗	✗	✗	✓	✓
Updating and Maintaining Assets Register	✗	✓	✓	✓	✓	✓
Client Engagement						
Online Presentation of Company Performance – Yearly	✗	✓	✓	✗	✗	✗
Presentation of Company Performance – Yearly	✗	✗	✗	✓	✗	✗
Presentation of Company Performance – Twice in a year	✗	✗	✗	✗	✓	✗
Presentation of Company Performance – Every quarter	✗	✗	✗	✗	✗	✓

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PRICE	R2 000.00	R3 000.00	R4 000.00	R6 000.00	R13 000.00	R19 000.00
Risk Identification, Management and Advisory Services						
Risk Identification and Management – Annually	✗	✗	✓	✓	✗	✗
Risk Identification and Management – Twice in a year	✗	✗	✗	✗	✓	✗
Risk Identification and Management - Quarterly	✗	✗	✗	✗	✗	✓
Advisory Services – Annually	✗	✗	✓	✓	✗	✗
Advisory Services – Twice in a Year	✗	✗	✗	✗	✓	✗
Advisory Services - Quarterly	✗	✗	✗	✗	✗	✓
Tax Services						
Assessment and Registration of Tax Types	✓	✓	✓	✓	✓	✓
Value Added Tax (VAT) Calculation and Submission of VAT Returns	✗	✗	✗	✓	✓	✓
Resolution of Value Added Tax Audit and Dispute	✗	✗	✗	✗	✓	✓
Filing of Provisional Income Tax (IRP6)	✗	✗	✓	✓	✓	✓
Filing of Income Tax Return (ITR14/12)	✗	✗	✓	✓	✓	✓
Resolution of Income Tax Audit and Dispute	✗	✗	✗	✗	✓	✓
Monthly Tax Planning	✗	✗	✗	✓	✓	✓
Trust Account Maintenance						
Monthly	✗	✗	✗	✗	✗	✓
Quarterly	✗	✗	✗	✗	✓	✗
Biannually	✗	✗	✗	✓	✗	✗
Annually	✗	✗	✓	✗	✗	✗

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PRICE	R2 000.00	R3 000.00	R4 000.00	R6 000.00	R13 000.00	R19 000.00
Payroll Services						
Registration of Unemployment Insurance Fund	✓	✓	✓	✓	✓	✓
Drafting of Employment Contract	✗	✗	✗	✓	✓	✓
Payslip Per Employee	✓	✓	✓	✓	✓	✓
Filing of EMP 201 (PAYE) Per Employee	✓	✓	✓	✓	✓	✓
Filing of UIF Returns Per Employee	✓	✓	✓	✓	✓	✓
Filing of EMP 501 (PAYE) Per Employee	✓	✓	✓	✓	✓	✓
Leave Management Services	✓	✓	✓	✓	✓	✓
Secretariat Services						
Amendment of Company Details on CIPC	✗	✗	✓	✓	✓	✓
Submission of Annual Returns on CIPC	✗	✗	✓	✓	✓	✓
CSD Registration	✗	✗	✓	✓	✓	✓
COIDA Registration	✗	✗	✓	✓	✓	✓
Submission of COIDA Annual Returns	✗	✗	✓	✓	✓	✓
Letter of Good Standing	✗	✗	✓	✓	✓	✓
Value Added Services						
Application for Financial Loan (Bond, Motor Finance and Business Loan)	✗	✓	✓	✓	✓	✓
Submission of Directors Personal Income Tax Return	✗	✓	✓	✓	✓	✓

CHARTERED ACCOUNTANTS