



# JBMN

CHARTERED ACCOUNTANTS

**BUSINESS PROFILE**

# JBMN

CHARTERED ACCOUNTANTS

*A strategic partner in strengthening  
governance and accountability*



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CHARTERED ACCOUNTANTS

## COMPANY BACKGROUND

JBMN Chartered Accountants is a chartered accountancy firm incorporated in 2017 with a view of strengthening the governance, and accountability, by offering innovative accounting, and tax services that are tailor made to client needs. Overtime we learned that no business could enhance good corporate governance and accountability without adequate and effective financial management. During the review of our strategic objectives to our clients, after five years of existence, we decided to incorporate financial management as our client's strategic objective. We did so because our product offering has improved based on the five years' experience that we have accumulated in the consulting industry.

Our diverse experience and skills enabled our firm and clients to strive during the COVID-19 pandemic because of adequate risk identification and management which enabled us to identify and convert risks into opportunities. In our firm we have developed a culture of ensuring that we do not stop until our clients are provided with high class services and this makes our clients to find it easy to trust us with their businesses. The success rate of resolving clients tax disputes and high assessment by SARS has been a corner stone of our success.

## MISSION STATEMENT

We strive to become an accounting firm that enables business owners to make sound financial decisions.

## VALUES

- Honesty
- Accountability
- Responsibility

## ETHICS

- Integrity
- Objectivity
- Confidentiality
- Competency

## OBJECTIVES

- Improve governance of our clients' businesses,
- Enable sound financial management by our clients,
- Enable our clients to account for decisions and actions.

## OUR SERVICES

### FINANCIAL MANAGEMENT

For any business to succeed you need a responsive and prompt accounting firm to perform adequate bookkeeping services for your business. We collect all financial data, records, and source documents that your business generates or collect from service providers with an objective of recording, processing, analyzing, and generating accurate and complete monthly, quarterly, interim, and annual financial reports to interpret results and measure how your business has performed, and enable you to predict how your business should perform in the future. We provide our clients with the following reports within twenty-five days of receiving the information from the client.

- Bookkeeping services,
- Monthly management accounts,
- Quarterly financial statements,
- Interim financial statements,
- Annual financial statements.

### TAX SERVICES

Our team of tax experts across all tax types will start by assessing all tax types that your company should comply with and advise you to decide if your business should register or not, so we leave the power of decision making in the hands of our clients. We don't just recommend registration we will ensure that we advise of current and future tax obligation. Our tax services include the following.

- Assessment and registration of all tax types,
- Monthly tax planning,
- Calculations and submission of Value added tax (VAT),
- Resolution of VAT audit, verification, and disputes,
- Submission of provisional income taxes,
- Submission of income tax returns,
- Resolution of income tax audit, verification, and disputes,
- Issuing of tax clearance or pin certificates.

## ASSETS MANAGEMENT

Assets are an integral component of any business since companies make use of such assets to generate money for their businesses. If not well recorded, maintained and managed this can have a significant impact on the generation of money for any business. JBMN Chartered Accountants will ensure that all process that needs to be followed are followed to safeguard these precious resources for your business.

We provide our clients with the following services.

- Compilation of asset register,
- Assets verification,
- Maintenance of asset register,
- Continuous updating of asset register.

## PAYROLL SERVICES

Our company understand that for any business to strive effective management of human resource is very important to ensure that employees are always motivated, and the company also complies with the relevant laws governing relationship between the employer and employees. Our company provides a comprehensive package from appointing the new employee to termination process of the employment.

Our payroll services include the following services.

- Registration of company with Unemployment Insurance Fund (UIF),
- Drafting employment contracts,
- Issuing Payslips to employees,
- Submission of payroll taxes to SARS (EMP201),
- Submission of bio annual payroll taxes to SARS (EMP501),
- Leave management system.

## RISK IDENTIFICATION AND MANAGEMENT

Our diverse team experience in accounting, tax and auditing enables our team members to identify financial and operational risks that our client's business might be exposed to. We believe that risk can present an opportunity to any business or can collapse it. Our in-depth skills enable our clients to identify and turn risks into opportunities and where necessary assist them to develop mitigating factors to minimize the impact of risks.

## CLIENT ENGAGEMENT

Business owners are not accounting experts; therefore, one cannot expect them to read, interpret and understand financial reports from their accountants. We believe that those financial reports can have meaningful impact to business owners if they are well presented to the business owners for the purpose of understanding. JBMN Chartered Accountants does not just prepare and dump reports on the business owners' desks, we go beyond that by ensuring that we sit either face to face or through online meetings and present reports to ensure that our clients understand what we are reporting to them about. Our clients can either have quarterly, bio annually or annual meetings with our team of experts to explain details contained in our reports for better understanding.

## ADVISORY SERVICES

Again, we don't believe that one size fits all theory still works in our modern economy, after we have generated all the periodic reports our team of experts will gather and assess the reports with an objective of advising our clients on strategies that can help them to improve their business strategies to unlock business growth and improve revenue streams and collection.

## SECRETARIAT SERVICES

Our company will also assist our clients with secretariat services where we register, maintain and update CSD, CIPC and COIDA.

- Amendment of companies details on CIPC,
- Submission of CIPC annual returns,
- Registration with Central Supplier Database (CSD),
- Registration and submission of Compensations Fund returns (COIDA).

## VALUE ADD SERVICES

Our company value our clients and we believe that they are services that any accounting firm small or big should provide to its clients at no cost and without any hidden fees. Through our experience we have learned that there are certain activities that do not really takes time to perform, and we pride ourselves by providing such services to our clients depending on the service package that the client have chosen and by doing so we believe we are adding value to our clients. Our value adds services include the following services.

- Submission of directors' individual income tax returns,
- Processing and coordinating application for bonds and business loans,



## SERVICES PACKAGE

RETAINER PACKAGES LIMITED TO R1 000 000.00 REVENUE PER MONTH - NON-VAT VENDOR

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.

<b>SERVICE PACKAGE PAYABLE PER MONTH</b>	<b>CHROME</b>	<b>IRON</b>	<b>GOLD</b>	<b>DIAMOND</b>
<b>PRICE</b>				
Bookkeeping Services	✓	✓	✓	✓
Human Resource Services – Limited to 20 Employees	✗	✓	✓	✓
Monthly Financial Performance Report	✗	✓	✓	✓
Monthly Management Accounts	✗	✗	✗	✓
Quarterly Financial Statements	✗	✗	✓	✓
Interim Financial Statements	✗	✓	✓	✓
Annual Financial Statements	✓	✓	✓	✓
Assets Management	✗	✗	✗	✓
Submission of Provisional Income Tax Returns	✗	✓	✓	✓
Submission of Income Tax Returns	✓	✓	✓	✓
Tax Audit and Verification	✗	✗	✗	✓
Tax Dispute	✗	✗	✓	✓
Submission of EMP Returns	✗	✓	✓	✓
Submission of UIF Returns	✗	✓	✓	✓
Presentation of Quarterly Reports	✗	✗	✗	✓
Application for Finance	✗	✗	✗	✓
Advisory Services	✗	✓	✓	✓
Monthly Trust Maintenance	✗	✗	✗	✓
Quarterly Trust Maintenance	✗	✗	✓	✗

RETAINER PACKAGES LIMITED TO R1 000 000.00 REVENUE PER MONTH - VAT VENDOR

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.

<b>SERVICE PACKAGE PAYABLE PER MONTH</b>	<b>BRONZE</b>	<b>SILVER</b>	<b>PLATINUM</b>	<b>DIAMOND</b>
<b>PRICE</b>				
Bookkeeping Services	✓	✓	✓	✓
Human Resource Services – Limited to 20 Employees	✗	✓	✓	✓
Monthly Financial Performance Report	✗	✓	✓	✓
Monthly Management Accounts	✗	✗	✗	✓
VAT Determination and Submission	✓	✓	✓	✓
Quarterly Financial Statements	✗	✗	✓	✓
Interim Financial Statements	✗	✓	✓	✓
Annual Financial Statements	✓	✓	✓	✓
Assets Management	✗	✗	✗	✓
Submission of Provisional Income Tax Returns	✗	✓	✓	✓
Submission of Income Tax Returns	✓	✓	✓	✓
Tax Audit and Verification	✗	✗	✗	✓
Tax Dispute	✗	✗	✓	✓
Submission of EMP Returns	✗	✓	✓	✓
Submission of UIF Returns	✗	✓	✓	✓
Presentation of Quarterly Reports	✗	✗	✗	✓
Application for Finance	✗	✗	✗	✓
Advisory Services	✗	✓	✓	✓
Monthly Trust Maintenance	✗	✗	✗	✓
Quarterly Trust Maintenance	✗	✗	✓	✗



## RETAINER PACKAGES FOR REVENUE ABOVE R1 000 000.00 PER MONTH

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.

<b>SERVICE PACKAGE PAYABLE PER MONTH</b>	<b>PLATINUM</b>	<b>DIAMOND</b>
<b>PRICE</b>		
Bookkeeping Services	✓	✓
Human Resource Services – Limited to 20 Employees	✓	✓
Monthly Financial Performance Report	✓	✓
Monthly Management Accounts	✗	✓
VAT Determination and Submission	✓	✓
Quarterly Financial Statements	✓	✓
Interim Financial Statements	✓	✓
Annual Financial Statements	✓	✓
Assets Management	✗	✓
Submission of Provisional Income Tax Returns	✓	✓
Submission of Income Tax Returns	✓	✓
Tax Audit and Verification	✗	✓
Tax Dispute	✓	✓
Submission of EMP Returns	✓	✓
Submission of UIF Returns	✓	✓
Presentation of Quarterly Reports	✗	✓
Application for Finance	✗	✓
Advisory Services	✓	✓
Monthly Trust Maintenance	✗	✓
Quarterly Trust Maintenance	✓	✗

## CLIENT EXPERIENCE

Our staff of financial analysts, payroll specialists, and certified business accountants are well known for providing top-notch accounting support to business clients. We are proud to work with successful organizations who rely on our services to maintain and grow their businesses, including but not limited to Medical Practitioners, Optometrist, Petroleum, Legal Services, Pharmacies, Construction Companies, Financial Services, Security Services, and Funeral Undertakers. If your company wishes to conduct reference checks, information can be made available upon request.

## PROFESSIONAL BODIES

- SOUTH AFRICA INSTITUTE OF CHARTERED ACCOUNTANTS (SAICA)
- INDEPENDENT REGULATORY BOARD FOR AUDITORS (IRBA)
- SOUTH AFRICA INSTITUTE OF BUSINESS ACCOUNTANTS (SAIBA)
- SOUTH AFRICA INSTITUTE OF TAX PROFESSIONALS (SAIT)

## OUR OFFICE LOCATIONS

### Pretoria Office

454 Petrea Avenue

Magalieskruin

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### Johannesburg Office

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## CONTACT DETAILS

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