

FAIR-BRO CORPORATE CONSULTANTS (FCC) - SERVICES REQUIRED



By ticking the appropriate column with a (√) - Please indicate which of our services you require assistance with
BUSINESS: _____ **COMPLETED BY:** _____ **DATE:** _____

SERVICE DESCRIPTION	Services Required	
1. ACCOUNTING / BOOKKEEPING	√	Comments
Bookkeeping to Trial Balance		
Bookkeeping to Balance Sheet		
Credit Control (Debtors)		
Salaries & Wages		
Creditors		
Ledger Reconciliations		
Cash Book & Bank Reconciliations		
Fixed Asset Ledger		
Supervision of Accounts Staff – No:		
Payroll – No: of employees		
Payroll Supervision – No:		
2. FINANCIAL ACCOUNTING		
Management Reports		
Year-End Accounts		
Consolidated Financial Statements		
Budgetary Control		
Cash Forecasting and Funding		
Capital Expenditure Control		
Discounted Cash Flow		
Taxation		
Taxation Charges		
Deferred Tax		
Tax Returns		
Foreign Currency		
Notes to Financial Statement		
Schedule Four Companies Act		
G.A.A.P.		
Derivatives		
Asset Liability		
3. AUDITING		
Annual: <i>Complete</i> : <i>Incomplete</i>		
Internal		
Forensic		
4. COSTING / MANMT. ACCOUNTING		
Costing Systems		
Standard Costing		
Job Costing		
Batch Costing		
Contract Costing		

SERVICE DESCRIPTION	Services Required	
4. COSTING / MANAGEMENT ACCOUNTING (continued)	√	Comments
Escalations		
Purchasing		
Stock Control		
Procurement		
Logistics		
Materials Management		
Inventory Control		
5. SPECIALISED CONSULTING		
Manufacturing		
Troubleshooting		
Fraud Investigations		
Financial Risk Management		
Profit Improvement Plans		
Strategic Planning		
Tenders		
Project Accounting		
Credit Management		
Consulting		
FMCG		
Liquidations		
Investments		
Property		
Banks / Building Society		
Insurance		
Systems Analysis		
Systems / Procedures (Investigations)		
Systems / Procedures (Implementation)		
Import : Export		
Shipping		
Pension Fund Administration		
Mergers, Acquisitions & Joint Ventures		
Business Plans		
Raising of Finance		
Strategic Planning		
Treasury		
Warehouse Control		
Production Planning		
Inventory Management		
Information Technology		

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SERVICE DESCRIPTION	Services Required	
6. CREDIT CONTROL / MANAGEMENT	✓	Comments
Management / Supervision of Staff – No:		
Collections: <i>Telephonic</i> : <i>Face-to-Face</i>		
C.O.D. Reconciliations		
Queries and Corrections		
Consulting Service		
Systems Review & Implementation		
Debtors Year-End Reconciliation & Pre-Audit		
Reconciliations, Volume/Chain Store Accounts		
Claims and Credit		
Central Accounts Reconciliation		
New Account / Business		
Legal Operations		
Consulting Service		
Systems Review & Implementation		
Debtors Year-End Reconciliation & Pre-Audit		
Reconciliations, Volume & Chain Store Accounts		
Claims and Credit		
Central Accounts Reconciliation		
New Account / Business		
Legal Operations		
7. MANAGEMENT INFO SYSTEMS		
Computerised Systems		
Computerised Audit		
Computerised Control		
Computerised Installations		

SERVICE DESCRIPTION	Services Required	
8. GENERAL (Computers – PC & M/Frame)	✓	Comments
Data Capturing		
Construction of Spreadsheets		
– Design		
– Set-Up		
– Operating Systems		
Database Manipulation		
Graphics Presentations		
Report Generation		
9. COMPANY SECRETARIAL AND ADMIN		
Meetings / Minutes		
Share Register and Transfer		
Returns		
Stock Exchange Listing		
Insurance Administration		
Salaries Administration		
Agreements / Contract Drafting		
Petty Cash		
Industrial Relations		
Human Resources		
Statutory Returns		

Notes: (FCC) use)