



## **Our range of Services include:**

### **Accounting:**

- **Monthly Bookkeeping** (Including Vat Returns, UIF, Regional Service Levies)
- **Workers Compensation**
- **Monthly Financial Statements & Management Accounts**
- **Preparation of annual financial statements**

### **Close Corporations/Companies**

- **The formation of close corporations/Companies** (Registrations & Amendments)
- **Name reservation**
- **Appointment of accounting officer & public officers**
- **Annual Statutory Returns**
- **Accounting Officers Report**
- **Associate Agreements**

### **Taxation:**

- **Provisional & Annual Income Tax Returns (Company & Individual)**
- **Preparation of annual IRP5 Forms and Monthly Returns (Including Skills Development)**
- **Tax extensions**
- **Deferred payments**
- **Tax directives**
- **Vat registration and administration**
- **Liaison with Receiver of Revenue**

### **Agreements:**

- **Partnership Agreements**
- **Association Agreements**
- **Partnership Insurance (Buy and Sell)**



**Fee structure - as at March 2013**

- Our fees are based on an **estimated time** spent on specific jobs; which are then adjusted to actual time spent on completion
- Our basic bookkeeping hourly rate is **R275 per hour** and Financial accounting rate is **R600 per hour**.
- The following are **estimates** of what the procedures will cost you.
- We will try and stick to these estimates, but there are times when we feel that an extra hour spent on your work, will save you additional tax.
- Your co-operation in providing information, will avoid any further costs incurred on.

CODE	DESCRIPTION	FREQ/PERIOD	Unit	EST. COST
<b>A. Accounting and Tax Services</b>				
CAP GAIN	Capital Gains Tax (Per Asset)			700
TAXIT14	Income Tax CC's & PTY'S	Annual	Each	1350
TAXIT12	Income Tax Individuals	Annual	Each	1350
TAXIT12s	Income Tax Individuals + Schedule (COM)	Annual	Each	1350
PROV1i	Provisional Tax 1st, 2nd & Top Up - Individual	Per Ret	Each	350
PROV1c	Provisional Tax 1st, 2nd & Top Up - CC (PTY)	Per Ret	Each	35
PROV Nil	PROVISIONAL Nil 1st and 2nd Returns (No Calculation)	Per Ret	Each	250
REGVAT	Registration For VAT	Per Reg	Each	1350
REGCMC	Registration For CMC (Regional Service Levies)	Per Reg	Each	550
REGPAYE	Registration For PAYE & SDL	Per Reg	Each	750
REGUIF	Registration For UIF (Per 5 employees)	Per Reg	Each	550
REGWCA	Registration For WCA	Per Reg	Each	550











CODE	DESCRIPTION	FREQ/PERIOD	Unit	EST. COST
REGTAX	Registration For A TAXPAYER	Per Reg	Each	500
REGPOFF	Registration For PUBLIC OFFICER for CC's	Per Reg	Each	500
RETWCA	Returns WCA - Annual Return	Per Ret	Each	700
IRP5	IRP5 Certificates	Per IRP5	Each	175
IRP5RE	IRP5 Certificates & EMP201 Reconciliation	Annual	Each	1350
CCREG	CC Registration - Incl. Stamps/courier of R200	Per Reg	Each	1800
CCCHGE	Name Change / Member Change For CC	Per Reg	Each	700
EXTENTION	To apply to the Receiver for Extensions	Annual	Each	500
CHECKING	To check your Assessment	Annual	Each	nil
OBJASSES	Object to Assessment	Per Obj	Each	500
OTHER	Other Work/Queries Charged Per Hour	Per Hr		350
SORTINV	To sort invoices from box	Per Hr	Ave	250
FINANST	Financials for sole trader (from sorted invoices)	Annual	Each	2500
CCAUDIT	Accounting Officers Report	Annual	Each	3000
B - NV	Bookkeeping Fee - Non VAT	Monthly	60 Entry	1500
B - PBVAT	Bookkeeping Fee & VAT, PAYE, UIF	Monthly	60 Entry	1950



CODE	DESCRIPTION	FREQ/PERIOD	Unit	EST. COST
<b>B. Consulting Services</b>				
CONSUL	Consultation at our premises per 1/2 Hr	1/2Hr	Each	300
BPLAN	Business Plan (SME)	Per Req	Each	6500
BPLAN	Business Plan - ME	Per Req	Each	12500
BVAL	Business Valuations	Per Req	Each	0.5% of Val <b>Minimum 3000</b>
CORPFIN	Finance/Capital Raising		<b>Minimum</b>	4% of capital <b>6000</b>
BFEAS	Feasibility Studies	Per Req	Each	6500
BMEN	Business Mentorship	Per Hr	Each	600
BCOAC	Business Coaching	Per Hr	Each	600
BFIN	Financial Management	Per Hr	Each	600
BTAX	Tax Advice, Opinion and Structuring	Per Hr	Each	875

**Notes:**

-  **E & O E**
-  **Our payment terms are strictly against presentation of invoice**
-  **All fees quoted above exclude VAT**
-  **You** may be required to sign a debit order in our favour for monthly bookkeeping fees, which will serve as a retainer for our services. The onus is on you to supply us with the documentation required to do your work.
-  **The** debit order will also give us authority to debit your account for tax compliance and other services, 14 days after the posting of the tax invoice. We will also send you a monthly statement.
-  **If** debit orders are reversed as a result of insufficient funds these charges will be passed on to you.
-  **FCC** cannot submit any returns to the SARS, if you have an outstanding account with us and FCC will not be responsible for penalties and interest charged on returns that are late as a result of non payment.
-  **Appointments** not cancelled in writing 24 hrs in advance will be charged at our hourly rate.