Zeelie Professional Accountants SA



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ZEELIE Professional Accountants SAIS A GROWING ACCOUNTING FIRM CONSISTING OF A TEAM OF DYNAMIC ACCOUNTANTS AND BOOKKEEPERS WHO SPECIALIZE IN KEY AREAS OF ACCOUNTING, BOOKKEEPING, HUMAN RESOURCES, PAYROLL, COMPANY SECRETARIAL AND TAX.We are a Cloud-Based Accounting Firm with Head-Offices based in Nigel, Gautrng, our team all work remotely from the comfort of their homes, and we service clients across South Africa and across all industries.We are passionate about providing solutions for our clients and always go the extra mile. Building long-term business partnerships based on trust, is of utmost importance to us.Our Accountants are qualified and registered with the South African Institute of Professional Accountants (SAIPA) and the Institute of Certified Bookkeepers (ICB) and our Tax Practitioners are registered with the South African Institute of Tax Professionals (SAIT). Our Trainee Accountants are all registered with South African Institute of Professional Accountants (SAIPA) and have FASSET Accredited and Registered Learnerships.Zeelie Professional Accountants SA has built an innovative and forward-thinking business model using technology that is aligned to the future.Our firm is cloud-based and connects our Professionals and Clients remotely. The advantages of being a cloud-based firm is that we can

structure our services efficiently, and hence we are able to offer fast, cost-effective, high-quality services in real time.The ZPA Team is trained to assist with the streamlining of systems and processes so that our clients can reap the benefits that modern technology offers. The improvements in efficiencies assist our clients in reducing the time spent on admin, allowing more time to focus on areas which matter most.Our client sign-up process has been automated and you will be able to register yourself via our client sign-up page on our website.As a business owner, I take pride in our business philosophy, which is built on the following quote by Peter Drucker*“QUALITY IN A SERVICE OR PRODUCT IS NOT WHAT YOU PUT INTO IT. IT IS WHAT THE CUSTOMER GETS OUT OF IT.” – PETER DRUCKER*.*Peter Ferdinand Drucker was an Austrian management consultant, educator, and author, whose writings contributed to the philosophical and practical foundations of the modern business corporation.I am passionate about customer service and business growth. My vision is to link my qualifications and experience in the Tax & Accounting field, with my love and passion for serving customers, to assist you, the customer, to grow your business. My end goal is to build a mutually beneficial, long-term business relationship with all Zeelie Professional Accountants SA clients.The firm’s focus is simple and clear:building a TEAM of professionals, using the latest technology, to provide a quick, accurate, responsive and quality service to our customers in real-time;providing a personal, customer focused, value adding Accounting and Tax Service, specific to your individual or business needs;advising our customers on the financial and tax aspects related to their business, and how to best leverage these to improve on their bottom line;simplifying the entire Accounting process for you and your business, so that you can focus on your business growth.OUR SERVICESACCOUNTING SERVICESWe provide various accounting services that ensure you are compliant with the relevant reporting standards and legislation.Some of the accounting services we provide include:Appointment as Accounting OfficerBudgeting and Projection Management and Cash Flow forecastsCompilation of Annual Financial Statements that adhere to International Financial Reporting StandardsGroup AccountingIntercompany ReconciliationsInventory ManagementMaintenance of asset registers and wear and

tear schedulesMonthly, Quarterly or Annual Bookkeeping services to Trial BalancePreparation of monthly / quarterly Management Accounts and PacksReconciliations of Banks, Debtors and CreditorsReconciliations of LoansSubmission of VAT returnsBUSINESS ANALYTICSMake smarter business decisions with beautiful reports and intelligent insights.Introducing Syft AnalyticsWe are proud to announce that we have implemented Syft Analytics as part of our service offering. Syft analytics is a powerful tool used to review, analyze and predict financial data. Syft compliments your financial data by integrating with leading accounting software. Our Business clients will now enjoy additional service offerings which include:Business ValuationsFunding packs for credit applicationsBusiness plansAdvanced Management ReportsForecast reportsBusiness overview and business health reportsCONSULTING SERVICESSound financial management is the back-bone to the success of any business venture...Consulting services includeAdvising Directors and Management on areas of improvement and concernAnalysis of Policies, Processes, Procedures and ControlsAny ad hoc tasks for which solutions have to be foundAssisting with Budgets and ForecastsBusiness running cost analysis and reduction plansCash flow analysis and improvement plansEfficiency AnalysisHuman ResourcesManagement Reporting to enhance turn around time for strategiesPayroll managementProduct costingSecretarial servicesTax StructuringTraining staff on internal controls and proceduresVariance analysisHUMAN RESOURCESWe have an expert HR consultant on our team who has more than 30 years experience. Consulting HELPS was established to specifically provide HR services to small and medium-sized companies. These services are targeted at assisting our customers to become compliant with respect to labour legislation, and to ensure all the right policies and processes are in place to manage the HR aspect of your business as it applies to your employees.INDEPENDENT REVIEWSThe Companies Act 71 of 2008 stipulates that certain entities are required to have Independent Reviews of their financials in accordance with ISRE 2400.An Independent Review is an alternative assurance engagement where the independent reviewer provides limited assurance on a set of financial statements when compared to that of the reasonable assurance provided by the external

auditor.PAYROLL SERVICESWe ensure that salaries are paid on time and that the statutory tax returns are completed.Some of the payroll services we provide include:Administration of Salaries and WagesCompensation and Benefits structuringEmployment ContractsFull payroll function using high-quality payroll softwareProvision of a list of amounts payable to:EmployeesSARSUIFSDLThird partiesPayslips for employees before payday, which is a statutory requirement.Provision of annual IRP5's for all employeesRegistration for PAYE, UIF and Skills Development LeviesRegistration for UIF with Department of LabourSalary Reporting Packs on monthly, quarterly and annual basisSubmission of statutory tax returns (EMP201 and EMP 501)SECRETARIAL SERVICESMaintenance of the entity's secretarial processes are crucial as the repercussions can be dire. Companies and Trusts are required by law to submit various statutory documents to CIPC or the Master of the Court. Information is also required by law to be kept up to date.Some of the secretarial services we provide include:Amendments of TrustsAppointment/ Resignation of Trustees & BeneficiaryBuy back of sharesChange of Public OfficerCompany Address changesCompany Director changesCompany name changesCompany name reservationsConfirmation LettersDisclosuresFiling of Annual ReturnsFinancial Year end changesIncrease of authorised share capitalMemorandums of IncorporationNew Company RegistrationsNew Trust RegistrationsRedemption of preference sharesResolutions and MinutesSafe-keeping of company registers and minutesSection 42'sShare AllotmentsShare CertificatesShare transfersSolvency and Liquidity CertificatesSubdivision of share capitalWrite up of Company RegisterSOFTWARE & INTEGRATIONSWe assist our clients to implement the ideal software integration for their businesses. We promote Xero and Sage accounting software and various Apps as add ons and integrations.TAXATION SERVICESMost people find that doing their taxes can be a difficult and stressful process and this is for good reason.Some of the taxation services we provide include:Annual Income Tax ReturnsDividends Tax ReturnsEMP201 Employee Payroll Tax ReturnsEMP501 Employee Tax Reconciliation ReturnsIncome Tax RegistrationsPAYE RegistrationProvisional Tax ReturnsTax Clearance CertificatesTax DirectivesTax Practitioner Service eg. SARS LiaisonTax

StructuringVAT RegistrationsVAT Returns, monthly or every 2 months

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