



Deliverables

When a client signs up with The Bookkeeper, they sign up for a fixed set of services at a fixed monthly fee. These services are rendered and are reported back to the client as a fixed set of deliverables; therefore, our clients know exactly what the cost is and they know exactly what they are getting for their fee. Deliverables are a set of reports that is delivered to our client's inbox each month.

The Bookkeeper's services are divided into four different categories and each category yields a fixed set of deliverables to our clients.

Services and related deliverables

Bookkeeping and accounting services

Monthly deliverables

1. Final Trial Balance
2. Profit and Loss report
3. Fixed Asset Register
4. Customer Statements (if applicable)
5. Supplier Statements (if applicable)
6. Full set of Management Reports which include the following metrics
 - Financials - current month vs prior month
 - Revenue - current month vs prior month
 - Expenses - current month vs prior month
 - Profitability - current month vs prior month
 - Cash flow - current month vs prior month
 - Financials - year to date vs prior year
 - Revenue - year to date vs prior year
 - Expenses - year to date vs prior year
 - Profitability - year to date vs prior year

Annual deliverables

1. Annual Financial Statements

Tax Services

Monthly/Bi-monthly deliverables

1. Monthly tax estimate as per net profit for the month
2. Suggestion on how much must be saved for provisional tax payments
3. VAT Reconciliation
4. VAT201 Submission

Annual/Bi-annual deliverables

1. Preparation and submission of bi-annual provisional tax returns
2. Preparation and submission of annual company tax return.

Payroll Services

Monthly deliverables

1. Preparation and submission of monthly PAYE/UIF/SDL returns to SARS
2. All relevant payroll reports and payslips

Annual/Bi-annual deliverables

1. Preparing and submitting bi-annual employee IRP5 certificates and EMP501 returns
2. Completion and submission of annual workman's compensation returns

Statutory Services

1. Filing annual CIPC return
2. Completing annual CIPC company questionnaire