

VSB ACCOUNTING AND TAXATION

MONTHLY RETAINER FEES: 2016/17

(Period: 01 March 2016 to 28 February 2017)

RETAINER - MONTHLY ACCOUNTING AND TAX COMPLIANCE SERVICES

Service Type	Service Description	Client Category: A	Client Category: B	Client Category: C	Client Category: D
		Turnover under R50,000.	Turnover between R50,000 - R100,000 per month.	Turnover between R100,000 - R500,000 per month.	Turnover between R500,000 - 1,000,000 per month.
Accounting administration	<ul style="list-style-type: none"> - Printing & stationery - Telephone calls - Storage and retention of client information - Use of accounting software. 	290.00	390.00	390.00	390.00
Accounting data processing	<ul style="list-style-type: none"> - Processing of bank statements - Processing of customer invoices - Processing of supplier invoices and petty cash payments 	200.00	400.00	600.00	800.00
Accounting & tax compliance	<ul style="list-style-type: none"> - Preparation of accounting reconciliations. - Process month-end journals. - Prepare and submit VAT returns to SARS - Prepare and submit income tax return to SARS - Prepare and submit provisional tax returns to SARS - Prepare annual financial statements. 	430.00	870.00	1 300.00	1 740.00
		920.00	1 660.00	2 290.00	2 930.00

REBATES

Sage One Accounting rebate	- Applicable if client have active Sage One Accounting subscription	(185.00)	(185.00)	(185.00)	(185.00)
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RETAINER - PAYROLL ADMINISTRATION SERVICES

Service Type	Service Description	Client Category: A	Client Category: B	Client Category: C	Client Category: D
		Less than 5 employees.	Between 5 and 10 employees	Between 10 and 20 employees	Between 20 and 40 employees
Payroll administration	<ul style="list-style-type: none"> - Printing & stationery - Telephone calls - Storage and retention of client information. 	125.00	125.00	125.00	125.00
Payroll processing	<ul style="list-style-type: none"> - Processing of monthly payroll (earnings and deductions) - Printing of employee payslips. 	130.00	250.00	600.00	1 200.00
Payroll compliance	<ul style="list-style-type: none"> - Preparation and submission of Employees Tax returns, Employees Tax reconciliations and Employee IRP5 certificates to SARS. - Preparation and submission of UIF returns to the Dept. of Labour. - Preparation and submission of COID Return of earnings to Dept. of Labour. 	230.00	470.00	700.00	940.00
		485.00	845.00	1 425.00	2 265.00