

How to use this document:

Step 1: Read through the offered services and tick any items you require

Step 2: Scan the document in and email to info@spead.co.za

Step 3: We will review and revert back to you with a quote. A consultant will be in contact with you.

SpeadRegister

Company Registrations CIPC | South Africa

- New Private Company Registration - (Pty) Ltd
- New Personal Liability Company registration
- New Non-Profit Company registration
- Appointment/resignation of directors
- Company name registration

Company Registrations | Rest of Africa

- New Private Company Registration
- New Public Company registration
- Appointment/resignation of directors
- Company name registration

Company Registrations | United Arab Emirates

- Register Limited Liability Company (LLC)
- Register Free Zone Company
- Apply for trading licence in Dubai

Company Amendments - CIPC

- Change in Company Name
- Change in Company Auditors
- Conversion from CC to (Pty) Ltd
- Retrieval of CK documents
- Other Company Amendments

Company Annual Returns - CIPC

- Maintain and complete annual returns:
- Turnover 0-R1million
- Turnover R1million-R10million
- Turnover R10million-R25million
- Turnover R25million or more

SpeadAdvisory

Business Consulting and Advisory

- Assist with company strategy
- Prepare business plan
- Consulting and advisory services
- Make payments on behalf of your company
- Such as tax, payroll and other creditor payments
- Optimise Corporate or Group structure
- Ensure Company is Compliant with relevant regulatory bodies

SpeadProcess

Controls, Policies & Procedures

- Perform a GAP analysis
- Identify weaknesses, lack of controls
- Propose controls to be implemented
- To improve business efficiency and internal controls
- Assist with implementation of controls
- Monitoring of controls implemented
- Implementation of business processes and policies
- Streamlining the accounting and business processes to be more efficient and effective
- Prepare or amend policies and procedures

SpeadCollect

Credit Control and Debtors Management

- Invoices and statements
- Preparation and distribution to Debtors
- Following up with debtors
- Assist with the collection of outstanding balances
- Analyse Debtors and cash receipt turnover
- We can manage your debtors book or advise on how to improve
- Implementation of controls and processes
- To increase cash collections and improve age analysis

SpeadPayroll

Preparation and processing of monthly payslips including monthly PAYE returns:

- 5 employees
- 6 - 10 employees
- 11 - 20 employees
- 21 - 30 employees
- Salary & remuneration structuring advice
- PAYE Registration
- PAYE Submissions
- PAYE Calculations
- Processing and maintaining of leave days
- And other employee benefits

SpeadTax

- Corporate Tax Registration
- Prepare annual income tax calculation
- Submit tax return via SARS e-filing
- Including provisional Income Tax returns
- PAYE Registration
- Prepare and submit monthly PAYE returns via SARS e-filing
- Including bi-annuals and IRP5
- Registration of individual with SARS Income tax
- Assist with individual submissions on e-filing
- VAT Registration
- Prepare VAT calculation
- Prepare and Submit VAT return via SARS e-filing
- VAT201 submissions
- Tax planning and structuring
- Registration for provisional tax
- Calculation and submission of provisional tax returns

SpeadTrust

- Trust registration
- Prepare Trust Deed and complete relevant statutory trust documents. Lodge documents with Master of High Court to register the trust. Follow up until trust is registered
- Trustee Services/Company Secretary Services
- Providing trustee services - maintaining proper documentation, accounting and financials as well as minutes of meetings

SpeadBrand

- Logo design and development or rebrand
- Website Development
- Social Media Management
- Social Media Advertising

SpeadValuations

In association with The Valuator Group

- Valuation of any and all assets
- Including art and property
- Valuation of individual, company or trusts' asset value
- Valuation of companies or divisions
- Prepare and maintain asset register

SpeadFin

Insurance and investments in association with Nexus Financial Services and FundaMedical LLC

- Medical Practitioner Insurance
- Insurance that suits your needs and protects what is yours
- International Investments
- Are you looking to invest money and grow your financial reserves for the future?

SpeadBEE

- BEE Registration
- BEE Consulting
- BEE Scorecard Management

SpeadAccounting

Accounting & Bookkeeping

- Monthly Bookkeeping on Pastel:
- 1. Recording of supplier invoices
- 2. Capturing of accounting entries and journals onto pastel
- 3. Recording of sales invoices onto pastel
- (Note: we will not be processing and sending out invoices - unless option selected under SpeadCollect)
- 4. Processing cash book entries
- Preparation of monthly reconciliations:
- 1. Debtors reconciliations
- 2. Bank reconciliations
- 3. Supplier reconciliations
- 4. Other relevant reconciliations.
- Prepare and maintain asset register
- Preparation of Annual Financial Statements
- Prepare Accounting Policies
- To be implemented in company and to include in Annual Financial Statements
- Perform Financial Analysis
- Including ratio analysis and provide advice to assist with business decisions, financing options, better accounting, interpreting of financial numbers, group structuring and strategy
- Preparation of Monthly Management Report
- showing the following "snapshot" of the business:
- This will assist management and business owners to make better decisions, manage the business, understand financial numbers, trends, plan and business strategy
- 1. Sales
- Including relevant comparatives per major sales activities
- 2. Gross profit
- 3. Bank balance
- 4. Cost analysis and break-even point
- 5. Net profit
- Prepare Cash flow forecast and cash flow statement
- This will assist management and business owners to plan cash flow and avoid the pitfall of not being able to meet cash outflows
- Daily and weekly "snapshot" of the business:
- Know what is going on in your business and be in the position to make instant business decisions
- 1. Sales
- 2. Cash in
- 3. Cash out
- 4. Bank balance
- 5. Expected cash outflow for the week
- 6. Expected cash inflow for the week
- Preparation of annual budgets
- This will assist management and business owners to plan for the future and assist with the business strategy
- Perform valuations of entities, divisions, products and services
- Are you thinking of selling your business or need to know which divisions are profitable?
- Assurance Services
- 1. Assurance audit
- 2. Non-assurance audit
- 3. Compilation of financial statements
- 4. Due diligence

SpeadMed

Medical Practice Management in association with FundaMedical LLC

- Bookkeeping
- Payment management
- Accounts management
- Snapshots
- Cash flow projections
- Preparation of budgets
- Financial analysis and interpretation of financial figures and ratios
- Preparation of financial statements
- Ensure that the practice is IFRS compliant
- Assist with tax services (SARS)
- Record, calculate and submit returns for VAT, PAYE and Income Tax
- Advise on the optimal company structure
- How to improve or optimise
- Assist with practice strategy