



The **bellbuoy** Group

Business Accounting Services

Specialised financial services for the business sector

As Leaders in Property Management, offering solutions to our clients needs since 1996, The Bellbuoy Group has developed many systems that we feel will benefit small to medium sized businesses.

Bellbuoy's Business Accounting Services provides specialised financial services for the business sector, removing the stress of managing the monthly books. Bellbuoy's comprehensive structures are placed at your business' disposal, ensuring your finances are fully taken care of.

BOOKKEEPING AND TAX SERVICES

- Daily processing / reconciling of bank and customer statements, supplier accounts and petty cash
- Preparation of annual financial statements
- Assistance with budgeting and forecasting including report on variances
- Customised individual statements for your clients
- Customised invoicing for your clients
- Monthly management accounts with trial balance, income statement, cash flow statements and balance sheet
- Debt collection
- Access to client internet portal
- Annual tax assessment
- Asset register management and depreciation calculations
- SARS returns
- VAT registration and returns
- Provisional tax returns

PAYROLL SERVICES

- Payroll processing
- Salary payments via EFT
- Process and issue pay slips
- PAYE registration and returns
- IRP5 returns and certificates
- Process UIF payments
- EMP 501 Reconciliations and submission
- Assist your SDL agent to process SDL payments and returns for SDL
- Track employee loans
- Providing detailed reports of employee earnings, deductions and leave
- Third party payments (e.g. medical aid, garnishee, pension, etc.)
- Submission of occupational injuries and diseases return

Contact accounting@bellbuoy.co.za / 041 374 4444 for a quote