

Zeelie Professional Accountants SA



25 Eeufees Avenue
Nigel Gauteng 1491

Phone: +27 21 180 4616

ZEELIE Professional Accountants SA IS 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, Gauteng, 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 SERVICES
ACCOUNTING SERVICES
We 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 Officer Budgeting and Projection Management and Cash Flow forecasts Compilation of Annual Financial Statements that adhere to International Financial Reporting Standards Group Accounting Intercompany Reconciliations Inventory Management Maintenance of asset registers and wear and

tear schedules Monthly, Quarterly or Annual Bookkeeping services to Trial
 Balance Preparation of monthly / quarterly Management Accounts and
 Packs Reconciliations of Banks, Debtors and Creditors Reconciliations of
 Loans Submission of VAT returns BUSINESS ANALYTICS Make smarter business
 decisions with beautiful reports and intelligent insights. Introducing Syft Analytics We
 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 Valuations Funding packs for credit applications Business
 plans Advanced Management Reports Forecast reports Business overview and
 business health reports CONSULTING SERVICES Sound financial management is the
 back-bone to the success of any business venture... Consulting services
 include Advising Directors and Management on areas of improvement and
 concern Analysis of Policies, Processes, Procedures and Controls Any ad hoc tasks for
 which solutions have to be found Assisting with Budgets and Forecasts Business
 running cost analysis and reduction plans Cash flow analysis and improvement
 plans Efficiency Analysis Human Resources Management Reporting to enhance turn
 around time for strategies Payroll management Product costing Secretarial
 services Tax Structuring Training staff on internal controls and procedures Variance
 analysis HUMAN RESOURCES We 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
 REVIEW The 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 SERVICES

We 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 Wages
- Compensation and Benefits structuring
- Employment Contracts
- Full payroll function using high-quality payroll software
- Provision of a list of amounts payable to: Employees
- SARS
- UIF
- SDL
- Third parties
- Payslips for employees before payday, which is a statutory requirement.
- Provision of annual IRP5's for all employees
- Registration for PAYE, UIF and Skills Development Levies
- Registration for UIF with Department of Labour
- Salary Reporting Packs on monthly, quarterly and annual basis
- Submission of statutory tax returns (EMP201 and EMP 501)

SECRETARIAL SERVICES

Maintenance 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 Trusts
- Appointment/Resignation of Trustees & Beneficiary
- Buy back of shares
- Change of Public Officer
- Company Address changes
- Company Director changes
- Company name changes
- Company name reservations
- Confirmation Letters
- Disclosures
- Filing of Annual Returns
- Financial Year end changes
- Increase of authorised share capital
- Memorandums of Incorporation
- New Company Registrations
- New Trust Registrations
- Redemption of preference shares
- Resolutions and Minutes
- Safe-keeping of company registers and minutes
- Section 42's
- Share Allotments
- Share Certificates
- Share transfers
- Solvency and Liquidity Certificates
- Subdivision of share capital
- Write up of Company Register

SOFTWARE & INTEGRATIONS

We 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 SERVICES

Most 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 Returns
- Dividends Tax Returns
- EMP201 Employee Payroll Tax Returns
- EMP501 Employee Tax Reconciliation Returns
- Income Tax Registrations
- PAYE Registration
- Provisional Tax Returns
- Tax Clearance Certificates
- Tax Directives
- Tax Practitioner Service eg. SARS Liaison

StructuringVAT RegistrationsVAT Returns, monthly or every 2 months

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