

# Groenewald & Associates

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Professional Accountants & Tax Practitioners

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Groenewald & Associates provides a professional accounting, audit and taxation service which caters for individuals, small and medium business corporations, investment property owners and new enterprises. We work very closely with our customers, providing them with the necessary accounting and financial services to survive in today's competitive market. Our experience and dedication make it possible for many businesses to grow and prosper. We help business owners do what they do best and so they can receive optimum results from their operations.

**OUR SERVICES** You can learn more about Groenewald & Associates services by browsing through the services web pages on our website or by contacting our customer service desk/team. For information about obtaining specific certificates for our services, please contact our customer service team.

**Accounting and bookkeeping** Processing and record keeping of financial transactions for small and medium sized entities, including: companies, owner-managed businesses, close corporations, trusts, sole proprietors and partnerships; Comprehensive accounting function from preparation of accounting records from source documentation through to trial balances and financial statements; Monthly maintenance and processing of financial records and transactions including: bank reconciliation's,

general ledger maintenance and preparation of management accounts;Assisting clients with VAT and PAYE calculations.Providing advice on the structuring of salary packages as well as compliance to the VAT Act;Preparation of budgets and monthly management accounts; Advice relating to actual results against budgeted targets and possible remedial action if required;Payroll administrationAuditing and Independent ReviewsUnderstanding this requirement helps to smooth the audit and review process. Groenewald & Associates provides quality audit and review services for organisations for statutory or regulatory reasons.Audit and Reviews of private companiesInternal control reviews and risk assessmentsAgreed-upon procedure reports and special reportingNew accounting standard implementationOutsourcing of internal audit functionsB-BBEEBusiness ValuationsDebtor ManagementDue DiligenceFinancial StatementsComprehensive accounting function from preparation of accounting records from source documentation through to trial balances and financial statements;Preparation of annual fixed asset registerAssisting clients with VAT and PAYE reconciliation.Preparation of detailed Balance sheet account reconciliationsCost effective accounting services to ensure regulatory compliance and efficient and reliable access to the business results of your organisationSecretarial ServicesRegistration of new companiesChanges to existing company details including:change of company namechange of year endappointment and resignations of directorsshare transfers, allotments, buy backs and conversionssubmission of annual returns to CIPC amendments to Memorandum of Incorporationsafekeeping of company registration documentsmaintain and manage electronic statutory registerspreparation of statutory minutesTaxationBusiness disposalsBusiness valuationsDepreciation allowancesDividends taxShareholder owner issuesCorporate restructuringTransfer pricingCapital Gains TaxPersonal income tax planningEstate planningComplianceTax ComplianceTax compliance is made effortless when you have experienced tax professionals to advise, support and complete the process for you. Tax compliance services provided to businesses, individuals and trusts include:Completion and submission of statutory provisional and annual tax returns as well as individual and trust provisional and annual tax returnsMonitoring the

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status of our clients' compliance obligationProcessing of registrations for all forms of  
taxationApplication for tax clearance certificatesTransfer duty  
submissionsDividends tax declarationVAT, PAYE, UIF and Regional Services Levies

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