



Tailored payroll and  
accounting solutions

[www.mpenny.co.za](http://www.mpenny.co.za)



At Moneypenny we offer a business solution specifically tailored to your individual needs. By focussing on compliance and detailed reporting we ensure access to information that facilitates better decision making. Allow us to supply you with the information and confidence to make decisions that are right for your business.

 our prospectus

## payroll services

### SCOPE

- ❖ Complete payroll processing
  - Wages - Weekly, bi-weekly & monthly
  - Salaries - Administrative & executive payroll
- ❖ Employee information management
  - Appointments and terminations
  - Leave management and auditing
- ❖ Payments
  - Employee salary & wage
  - Third party institution

### COMPLIANCE & REPORTING

- ❖ EMP201 (UIF,PAYE,SDL) Submission
- ❖ UIF Declaration to Department of Labour
- ❖ EMP501 bi-annual and annual submissions including IRP5's
- ❖ COID Returns and Letter of good standing
- ❖ Detailed tailored reports on request
- ❖ Comprehensive EE, ATR & WSP Reports and submissions
  - Employment Equity
  - Annual Training Report
  - Workplace Skills Report

### ADDITIONAL SERVICES

- ❖ Comprehensive employee screening
  - Criminal record checks AFISswitch fingerprint check;
  - Qualification/Academic Verification
  - Financial/Credit checks & Fraud listing
  - Drivers Licence checks
  - Id verification
  - Industry specific compliance check
  - previous employment reference check

### LABOUR SERVICES

- ❖ HR compliance and recruitment documentation
- ❖ HR audits and compliance health check
- ❖ Labour representation, mediations and negotiation
- ❖ Charring disciplinary & incapacity enquiries
- ❖ Labour workshops & seminars
- ❖ Labour Audits
- ❖ Strike resolution
- ❖ Collective bargaining

Every quote is compiled in consultation with the client to ensure a comprehensive service offering is presented. The final quote will be based on the complexity, volume and individual needs of the entity. Please refer to our website for the most current pricing.

  
pricing



We make it our business to know your business. Compliance and administrative controls should not add to an already challenging economic landscape and that is where our team of professionals use our experience to give you the security to focus on your business.

## what we bring to the table

### accounting services

#### MONTHLY ACCOUNTING

- ❖ Bookkeeping up to trial balance
- ❖ Fixed asset register maintenance
- ❖ Management accounts
  - Income statement (actual vs. budget)
  - Balance sheet
  - Cash flow statement
- ❖ Budget preparation
- ❖ Cash flow management
- ❖ Inventory management

#### CIPC SERVICES

- ❖ CIPC
  - Company and trust registrations
  - Annual returns
  - Company amendments
  - Directorship changes

#### STATUTORY SERVICES

- ❖ SARS
  - VAT submissions
  - EMP201 submission
  - Annual and bi-Annual EMP501 submissions
  - Annual individual Income Tax submissions
  - Application for tax clearance certificate
  - Application for tax directive
- ❖ New Company Registrations
  - COIDA/WCA
  - PAYE/UIF/SDL
  - Provisional tax
  - Department of Labour (UIF number)
- ❖ COIDA/WCA
  - WCA submissions & letter of good standing

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### business consulting

- ❖ General business consulting
  - Management consulting
  - Cash flow management
  - Business structures & process
  - Due diligence assistance and planning
  - Assistance with general cost accounting, establish costing models, profitability analysis & cash flow forecast
  - Implementation of internal controls & efficiency assessments
- ❖ Audit & Review Services
  - Audit/Independent review preparation assistance
  - Management account preparation & analysis
  - Tax compliance and general tax consulting
  - Independent external reviews
  - Companies act compliance & implementation

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