

# Khaba Business Accountants



**khabacc**

Accounting  
Consulting  
Taxation

## Registered Business Accountants (SAIBA) & Certified Tax Practitioners (CTP) (IAC)

### COMPANY TAX & FINANCIAL STATEMENTS

FOR ANNUAL FINANCIAL STATEMENTS AND COMPANY TAX SUBMISSION WE REQUIRE:

#### IF A COMPUTERIZED ACCOUNTING SYSTEM WAS USED, PDF COPIES OF:

1. the general ledger
2. trial balance
3. income statement
4. balance sheet and/or

#### AND/OR WHERE APPLICABLE LIST OR SCHEDULES OF THE FOLLOWING:

##### INCOME: 12 months information for the tax year ended

- Income/sales (invoices issued or monies received)
- interest and dividend income
- capital income (from sale of capital items, e.g. house, car, furniture, etc)
- any other income

##### EXPENSES: 12 months information for the tax year ended

- business operating expenses (e.g. bank costs, interest payments, stationery, insurance, rent, wages, fuel, etc)
- salaries and wages paid to employees, members and/or directors
- PAYE & UIF deductions from salaries
- any other expenses

##### ASSETS: to show balance on last day of financial year ended

- outstanding debtors (invoices issued, customers not yet paid - 30, 60, 90, and 120+ days)
- fixed assets purchased or sold - date purchased, sold, purchase price, sales price, etc
- loans receivable - made to members, employees and 3rd parties from business account
- consumables, stock on hand and/or work in progress: at cost or valuation
- bank account (bank statements) and cash on hand
- any other assets

##### LIABILITIES: Schedules or detail list - To show outstanding balance on last day of financial year ended

- TAX, PAYE, SDL, UIF, WCA and VAT returns outstanding.
- tax certificate from finance company for instalment sales agreements (cars, etc)
- amortization schedules of all leases (e.g. vehicles, properties, machinery)
- long and short term loans from banks and other parties
- movements in members/directors loan accounts
- outstanding creditors (30, 60, 90 and 120+ days)
- any other liabilities

OTHER INFO: Any other information we may require.

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