

**2022/2023 PRICE GUIDE**

**Monthly Package**

Entity Type	Monthly Accounting Fee	Entity Size	Package
Company/CC/Trusts - Not Vat Registered	R 600.00	Monthly Transactions up to 10	Companies/Close Corporations & Trusts - Monthly bookkeeping (Incl Supplier processing, customer invoice processing and bank processing & reconciliation) - Provisional Tax Calculations, preparations and Submissions - Income Tax Return calculations, preparation & submissions - Annual CIPC submissions (Excl Return Fee)
	R 800.00	Monthly Transactions up to 50	
	R 1 000.00	Monthly Transactions up to 100	
Company/CC/Trusts - Vat Registered	R 1 000.00	Monthly Transactions up to 50	Companies/Close Corporations & Trusts - Monthly bookkeeping (Incl Supplier processing, customer invoice processing and bank processing & reconciliation) - Provisional Tax Calculations, preparations and Submissions - Income Tax Return calculations, preparation & submissions - Annual CIPC submissions (Excl CIPC Return Fee) - Bi Monthly Vat calculations, reconciliations and submission - Monthly Management Accounts
	R 1 200.00	Monthly Transactions up to 100	
	R 1 800.00	Monthly Transactions up to 200	
	R 2 300.00	Monthly Transactions up to 300	
	R 3 200.00	Monthly Transactions up to 500	
	R 4 000.00	Monthly Transactions above 500	
	R 100.00	Monthly Transactions up to 100	Monthly Account Reconciliations for Audit File
	R 150.00	Monthly Transactions up to 500	Monthly Account Reconciliations for Audit File
	R 230.00	Monthly Transactions above 500	Monthly Account Reconciliations for Audit File
	R 140.00	Monthly Transactions up to 100	Monthly Account Reconciliations for Audit File (Incl Asset Register)
	R 200.00	Monthly Transactions up to 500	Monthly Account Reconciliations for Audit File (Incl Asset Register)
	R 280.00	Monthly Transactions above 500	Monthly Account Reconciliations for Audit File (Incl Asset Register)

Note:

\* All fees above are a guideline and will be adjusted and tailored to the needs and complexity of the business.

**Stand-alone fees**

**Service Type**

**Rate/Fee**

**Vat**

VAT201 with all calculations	R 400.00ph
VAT201 submission only	R 100.00
VAT verification/audit selection by SARS	R 200.00
VAT registration	R 800.00

### Payroll

PAYE, UIF, SDL registration	R 600.00
Payroll Setup Fee - Once Off (Less than 5 Employees)	R 400.00
Payroll Setup Fee - Once Off (More than 5 Employees)	R 700.00
Processing of payroll - per payslip	R 50.00
EMP201 monthly and Bi Annual submissions	R150.00ea
IRP5 preparation and reconciliation per employee	R150.00ea

### Annual Financial Statements and Income Tax Services

ITR12 - individual income tax return – salaried employee with only IRP5	R 200.00
ITR12 - individual income tax return – salaried employee with only RA and Medical Aid deductions	R 400.00
ITR12 - individual income tax return – salaried employee/Sole prop with multiple income and/or deductions (Medical Aid, RA, Travel)	R 700.00
IRP6 - Provisional Tax Nil Return	R 100.00
IRP6 - 1 <sup>st</sup> , 2 <sup>nd</sup> and Top up Provisional Tax Calculations and Return – Company, CC, Trust & Individuals	R 400.00ph
IT14 - Income Tax Nil Return	R 100.00
IT14 - Income Tax Calculations and Return – Company, CC & Trusts	R 450.00ph
Bookkeeping (Bank and all transaction processing incl Debtors and Suppliers)	R 450.00ph
Balance Sheet Account Reconciliations for year-end Audit File (Incl Asset Register) if not opting for monthly reconciliations	R 400.00ph
Compiling of Annual Financial Statements and Independent Review	R 600.00ph

Secretarial Services	CIPC Fee	Administrative Fee
Formation of company	R 175.00**	R 300.00
Company search	R 30.00**	R 100.00
Change of director		R 250.00
Additional director		R 200.00
Change of registered office		R 200.00
Change of name	R 300.00**	R 250.00
Each share certificate		R 100.00
Change of public officer		R 250.00
Deregistration of PTY or CC		R 300.00
Conversion of a CC to PTY	R 175.00**	R 300.00
CIPC Annual Return	Dependent on Company Annual Turnover	R 200.00

**Note:**

\* Where hourly rates are used, the total fees will be determined by the hourly rates charged and the hours required to complete the above service. The hours spent will be dependent on the size and complexity of the business.

\*\* Fees might change, dependant on CIPC price increases.