

ADVISORY AND SUPPORT



Three Tier Service Offering

At Phehlukwayo, we offer three tiers of service offering for our client's best interests.

Top Tier Services

This level of consulting provides services that are geared to assist clients with structural solutions design within the different service practices.

Personnel with high-end skills typically lead assignments at this level - with client touch points being at executive leadership level - i.e. CEO/MD and CFO level.

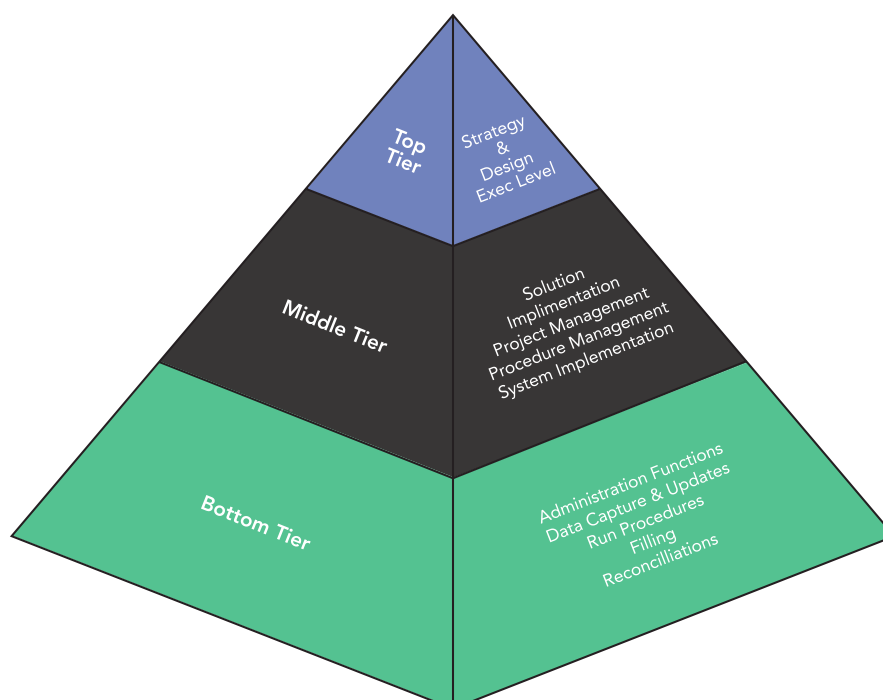
Middle Tier Services

At this level, clients are provided with middle range services that typically involve management of projects and/or departments that do not involve structural design of systems and processes.

Services in this category are structured to complement client operations with existing processes and functions.

Lower Tier Services

Services at this level are administrative in nature and geared to assist clients with day-to-day tasks within different business areas.





Advisory and Support Services

1. Accounting Services

Top Tier - Strategic Level	Middle Tier - Management Level	Lower Tier - Administration Level
<p data-bbox="134 678 432 712">Strategic Functions</p> <ul data-bbox="134 757 496 1167" style="list-style-type: none">• Accounting Standards Development• IFRS Implementation• GRAP Implementation• IFRS /GRAP Standards opinion• Financial Reporting Analysis• Costing System Design• Financial Reporting System Design	<p data-bbox="601 678 938 712">Managerial Functions</p> <ul data-bbox="601 757 975 1379" style="list-style-type: none">• Accounting System Setup• Month-end Procedure Management• Year-end Procedure Management• Drafting of Annual Financial Statements• Drafting of Financial Reports• Fixed Asset Register Setup and Maintenance• Accounts Receivable Module Setup and Maintenance• Accounting Records Reconstruction• Audit Process Management	<p data-bbox="1066 678 1458 712">Administrative Functions</p> <ul data-bbox="1066 757 1385 1039" style="list-style-type: none">• Transaction Processing• Reconciliations• Preparation of Audit File• SME Financial Reports• Update of Fixed Asset Register• General Administration



2. Financial Management Services

Top Tier - Strategic Level	Middle Tier - Management Level	Lower Tier - Administration Level
<p>Strategic Functions</p> <ul style="list-style-type: none"> • CFO Toolkit Implementation • Financial Modeling • Financial Analysis • Raising Finance • Valuations • Organizational Design– Finance • PMS System Design–Finance • Working Capital Management Advisory • Financial Policies & Procedures Design • Balance Sheet Cleanout 	<p>Managerial Functions</p> <ul style="list-style-type: none"> • Business Plan Compilation • Financial Manager Toolkit Implementation • Budgeting Process Management • Management Controls Implementation • Financial Procedures Manual Compilation • Filing Procedure Design • Fixed Asset Verification Management • Performance Management Implementation 	<p>Administrative Functions</p> <ul style="list-style-type: none"> • Budget Compilation • Asset Verification • Inventory Count • Filing • Banking Procedures • Credit Control • Record Keeping

3. Tax Management Services

Top Tier - Strategic Level	Middle Tier - Management Level	Lower Tier - Administration Level
<p>Strategic Functions</p> <ul style="list-style-type: none"> • Tax Planning • Tax opinions • Remuneration Structure Design • Complex Tax Calculations • Complex Tax Return Completion 	<p>Managerial Functions</p> <ul style="list-style-type: none"> • Tax Administration Plan Design • Tax Compliance Checklists Design • Tax Audits • VAT Reviews • Tax Calculations • Tax Return Completion 	<p>Administrative Functions</p> <ul style="list-style-type: none"> • Tax Registrations • Basic Tax Calculations • Basic Tax Return Completion and submission • Tax Payment Procedures • COIDA compliance • UIF compliance



4. Payroll & Remuneration Management Services

<p>Top Tier - Strategic Level</p> <p>Strategic Functions</p> <ul style="list-style-type: none"> • Remuneration Structure Design • Performance Incentive Scheme Design • Employee Share Ownership Plans design • Remuneration Policies & Procedures • Salary Surveys Management 	<p>Middle Tier - Management Level</p> <p>Managerial Functions</p> <ul style="list-style-type: none"> • Payroll System Setup • Payroll Management • Payroll Procedure Documentation • Basic Remuneration Structure Design • Remuneration Policies & Procedures Implementation • Project Management 	<p>Lower Tier - Administration Level</p> <p>Administrative Functions</p> <ul style="list-style-type: none"> • New Employee Updates • Employee Details Updates • Month-end Procedures • Annual Reconciliation Procedures
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5. Company Secretarial & Corporate Governance

<p>Top Tier - Strategic Level</p> <p>Strategic Functions</p> <ul style="list-style-type: none"> • Statutory Compliance Design • Governance Structure Advisory & Setup • Board Performance Assessment • Board Induction Advisory & Implementation • Board Toolkit Design & Implementation • Corporate Governance Advisory • Annual Report Design & Drafting • Election System Design & Setup • Dividend Policy Advisory • Share Buy-back Advisory and Implementation 	<p>Middle Tier - Management Level</p> <p>Managerial Functions</p> <ul style="list-style-type: none"> • Meeting Management • Company Register Maintenance • Drafting of Resolutions • Drafting of Meeting Notices • Conducting Board Elections • Drafting of Meeting Minutes 	<p>Lower Tier - Administration Level</p> <p>Administrative Functions</p> <ul style="list-style-type: none"> • Company Registration • Company Changes update • Annual Returns Submission • Share Certificates Issuance
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6. Business Process Management

Top Tier - Strategic Level	Middle Tier - Management Level	Lower Tier - Administration Level
<p data-bbox="134 510 432 544">Strategic Functions</p> <ul data-bbox="134 589 432 958" style="list-style-type: none"><li data-bbox="134 589 432 658">• Process Design & Implementation<li data-bbox="134 674 432 743">• Business Architecture Management<li data-bbox="134 759 432 792">• Process Reengineering<li data-bbox="134 801 432 835">• Process Modeling<li data-bbox="134 844 432 913">• Process Optimization– Complex Processes<li data-bbox="134 929 432 958">• Systems Requirements	<p data-bbox="598 495 938 528">Managerial Functions</p> <ul data-bbox="598 573 938 902" style="list-style-type: none"><li data-bbox="598 573 938 642">• Process Modeling– Project Management<li data-bbox="598 658 938 728">• Process Repository Management<li data-bbox="598 743 938 813">• Process Modeling Tools Maintenance<li data-bbox="598 828 938 902">• Management of Systems Implementation	<p data-bbox="1062 510 1458 544">Administrative Functions</p> <ul data-bbox="1062 589 1458 745" style="list-style-type: none"><li data-bbox="1062 589 1458 622">• Process Modeling<li data-bbox="1062 629 1458 698">• Maintenance of Process Register<li data-bbox="1062 714 1458 745">• Activity Costing