

# SHARED SERVICES



## 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.

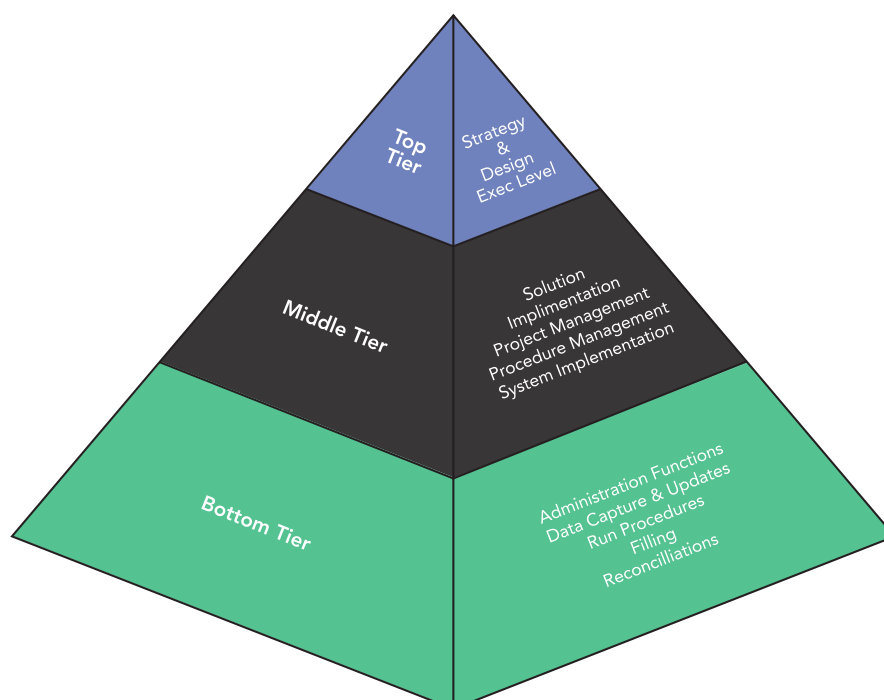
### Middle Tier Services

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.





## Shared Service Offering

Our SSC was designed using methodology containing the same elements used in designing Shared Services Centres for big corporations. However, it is tailored for a firm-client relationship.

The shared services are primarily those employed at the Administration Level, but contain an element of Management Level. They include the following:

	<b>Accounting</b>	<b>Tax Administration</b>	<b>Payroll Administration</b>	<b>Company Secretarial</b>
<b>Management Level</b>	<ul style="list-style-type: none"> <li>• Budget Compilation</li> <li>• Business Plan compilations</li> <li>• Month-end Procedure Management</li> <li>• Year-end Procedure Management</li> </ul>	<ul style="list-style-type: none"> <li>• Tax Administration Plan Design and maintenance</li> <li>• Tax Compliance Checklists Design and maintenance</li> <li>• Tax Audits management</li> <li>• VAT Reviews management</li> <li>• Tax Calculations</li> <li>• Tax Return Completion and filings</li> </ul>	<ul style="list-style-type: none"> <li>• Payroll System Setup</li> <li>• Payroll Management</li> <li>• Project Management</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting Management</li> <li>• Company Register Maintenance</li> <li>• Drafting of Resolutions</li> <li>• Drafting of Meeting Notices</li> <li>• Conducting Board Elections</li> <li>• Drafting of Meeting Minutes</li> </ul>
<b>Administrative Level</b>	<ul style="list-style-type: none"> <li>• Monthly Transaction Processing</li> <li>• Reconciliations</li> <li>• Preparation of Audit File</li> <li>• SME Financial Reports (Management Accounts)</li> <li>• Update of Fixed Asset Register</li> <li>• General Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Tax Registrations</li> <li>• Basic Tax Calculations</li> <li>• Basic Tax Return Completion and submission</li> <li>• Tax Payment Procedures</li> <li>• COIDA compliance</li> <li>• UIF compliance</li> </ul>	<ul style="list-style-type: none"> <li>• New Employee Updates</li> <li>• Employee Details Updates</li> <li>• Month-end Procedures</li> <li>• Annual Reconciliation Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Company Registration</li> <li>• Company Changes update</li> <li>• Annual Returns Submission</li> <li>• Share Certificates Issuance</li> </ul>