

CLIENT NEEDS ANALYSIS

Please complete the form with as much detail as possible to assist Niche Accounting & Taxation Consultancy to provide you with an accurate quotation for your specific needs.

PERSONAL / COMPANY DETAILS					
Mark with X	Sole Proprietor		Company		Individual
	Close Corporation		Trust		Estate
Name of individual / Business					
ID number			Company Registration number		
Physical Address					
Postal Address					
Landline no.			E-mail address		
Cell phone no.			Contact person		
Shareholders / Directors details					
TAX					
Are you registered on eFiling?	Y	N	If no, we will register an account for you.		
If yes, provide the login details	Username			Password	
Income tax number	Personal			Business	
Do you have any income tax returns outstanding?	Y	N	If yes, what returns are outstanding?		
Are you registered for provisional tax?	Y	N	If yes, what returns are outstanding?		
Describe any other taxes that are outstanding.					
VAT					
Do you use an accounting software programme?	Y	N	If yes, what programme?		
Are you registered for VAT?	Y	N	If yes, provide your VAT number		
Do you have any VAT returns outstanding?	Y	N	If yes, what returns are outstanding?		
PAYE					
Do you have employees?	Y	N	If yes, how many?		
Are you registered for PAYE?	Y	N	If yes, provide your PAYE number		
Do you have any EMP201 outstanding?	Y	N	If yes, what returns are outstanding?		
What is your gross monthly employee salary total?					

GENERAL BUSINESS INFORMATION					
When did you start your business?					
Do you provide services or products or both?					
Do you keep your business and private expenses separate?					
From which bank account do you pay your personal expenses? (Mark with X)			Personal	Business	
Do you work with cash?					
Do you have a list of fixed assets?					
In whose name are these assets registered? (Mark with X)			Personal	Business	
Do you earn/receive an income from the business?	Y	N	If yes, what form of income do you receive? (Mark with an X)	Salary	Other
Do you have an inventory system?	Y	N		If yes, what system do you use?	
Do you have employee contracts in place? (if applicable)	Y	N	Do you have an HR department?		
Does the company contribute toward a medical aid fund?					
Does the company contribute toward a pension / provident fund?					
Are you registered as an employer at the Department of Labour?	Y	N	If yes, what is your UIF number?		
SERVICES REQUIRED (Mark the services you require with X)					
Bookkeeping					
Accounting					
Submission of tax returns	IT12 - income tax for individuals/Sole Proprietors			IT14 – income tax for companies/legal entities	
	IRP6 – provisional tax			VAT201	
	EMP201			EMP501	
	Withholding tax on dividends			Annual returns to CIPC	
Payroll					
Financial Statements					
Registrations	Income tax number			eFiling	
	VAT101			EMP101	
	New company – CIPC			UIF	
	Workman's compensation				
CURRENT BOOKKEEPING INFORMATION					
Do you have your bank statements in OFX format?				Y	N
Do you have your bank statements in PDF format?				Y	N
How many transactions appear on your bank statement per month?					
How many customer invoices do you create per month?					
How many supplier invoices do you receive per month?					
How many slips of other expenses do you have per month?					
CURRENT ACCOUNTING INFORMATION					
Do you have your bank statements in OFX format?				Y	N
Do you have your bank statements in PDF format?				Y	N
How many transactions appear on your bank statement per month?					

Can you print a report from your system with a list of all invoices issued to customers?				Y	N
How many customer invoices do you create per month?					
Can you print a report from your system with a list of all invoices received from your suppliers?				Y	N
How many supplier invoices do you receive per month?					
Do you keep track of all other expenses that are not recorded on your system?				Y	N
How many transactions per month are not captured on your system?					
Do you have petty cash?				Y	N
Do you keep an Excel spreadsheet with petty cash expenses? (if applicable)				Y	N
CURRENT PAYROLL INFORMATION					
Do you use a payroll system?				Y	N
If yes, what system do you use?					
If no, answer these questions:	Do you have an Excel spreadsheet with all your employee details?			Y	N
	Do you have employer/employee contracts in place?			Y	N
	Do you pay monthly, fortnightly or both?			M	F
	Do your employees work on straight salary or rate per hour or both?			S	P/H
	Do you have record of your employees' fixed salaries?			Y	N
	Do you have record of your employees' rate per hour?			Y	N
	Do you have a list of all your employees' monthly deductions?			Y	N
	How many days do they work per week?				
	How many hours do they work per day?				
How many employees are paid a monthly salary?			How many employees are paid a fortnightly salary?		
Do you have a system in place for leave days due and taken?				Y	N
CURRENT FINANCIAL STATEMENTS					
Do you have a set of financial statements for the current year?		Y	N	If no, when last did you receive financial statements?	
Do you print a trial balance every month?				Y	N
Do you have a list of outstanding debtors/customers at the end of each month?				Y	N
Do you have a list of outstanding debtors at year-end?				Y	N
Do you have a list of outstanding creditors/suppliers at the end of each month?				Y	N
Do you have a list of outstanding creditors/suppliers at year-end?				Y	N
Do you do stock counts throughout the year?		Y	N	If yes, how many times per year?	
Do you do a stock count at year-end?				Y	N
Do you have a copy of your bank statements for the full year?				Y	N
Do you have loan statements from the bank on lease agreements?				Y	N
Do you have loan statements from the bank on hire purchase agreements?				Y	N
Do you have loan statements from the bank on bonds?				Y	N
Do you have loan statements from the bank on fixed deposits/investment accounts?				Y	N
Do you have an asset register?		Y	N	If yes, is it up to date?	