



**bentley
crescent**
accounting community

OUR DELIVERABLE *dates*



These are indications of the timelines that we work according to in order to deliver our work in time.



MONTHLY ACCOUNTING

Each month we follow an accounting process of converting your raw data like bank statements, invoices, and other source documents, into beautiful reports that serve as a tool for knowing how your business is performing. We work according to a specific timeline for your report to reach you in time to make meaningful decisions and take action.

1ST

REMINDERS

This is when we send out an email to your nominated contact to request what we need to get started.

5TH

MONTHLY PACK

Monthly packs contain the info that you will need to provide, we'll list what we need in the reminder email above, and it will be nice of you to send this to your account manager as one email batch.

10TH

QUERIES

A business is a living, breathing organism, and no two months are exactly alike. We're bound to have some questions for you each month. We'll need these addressed by the 10th to send your accounts out in time.

15TH

MONTHLY REPORT

This is our deadline for sending your monthly report. If we were unable to honour this due to unanswered queries or missing info, your report will be forfeited, and the finalisation of your accounts will roll into the next month.

20TH

VAT

We submit your VAT201 and load payment so that it reaches our good friends at SARS well in time. It's also nice to get VAT out of the way before you need to pay your salaries and month end suppliers.





PAYROLL

When each month reaches payroll time, we need to process a high volume of transactions over a short space of time, and no one likes to get paid late. To ensure we get your payroll packs out on time, we work according to 2 pay-run schedules; an early run and a late run:

EARLY RUN

19TH

REMINDERS

This is when we send out an email to your nominated contact to request what we need to get started.

22ND

CONFIRMATIONS

The day by when you will send us your staff schedules, notice of appointments, terminations, and any other changes to the usual.

24TH

PAYROLL PACK

Here is when we furnish your nominated contact with payslips, net pay list, leave schedules, and any other agreed on relevant documentation.

31ST

PAYE

We'll submit your EMP201, load the payment via eFiling, and send you a confirmation to release it from your banking platform.

LATE RUN

24TH

27TH

29TH

31ST

We'll always need at least 2 working days to process your payroll pack, from when you send us your confirmation.



WHEN WEEKENDS HAPPEN

Should a deliverable date fall on a Saturday, the deliverable will fall due on the preceding Friday. Similarly, if the deliverable date falls on a Sunday, the action will be effected on the following Monday.

- * Exception for any SARS submissions & payments - to be honoured on the preceding Friday in line with the SARS Tax Admin Act (preventing penalties & interest)
- * Dates treated as COB (close of business)



bentleycrescent.co.za



+27 10 534 8410



gwen@bencrest.com

