

Ck 2004/108978/23



**Tokologo**  
*Accounting Practitioners (PTY) Ltd*

29 Hadeda Crescent

Rooihuiskraal

0157

Mobile: 0842619975

[Info@tokologofin.co.za](mailto:Info@tokologofin.co.za)

***SAIT General Tax Practitioner nr 15274034***

**Practice Nr SAIBR 1338**

P O Box 55929

Wierda Park

0149

Tel: (012) 661-9978

Fax (086) 617 4786

**In the advancement of service delivery, the two companies (Tokologo and Certified Masters Auditors) have joined services and expertise for the benefit of client and human empowerment at workplace. However we thought of keeping the two organizations independent in their names and philosophy.**

**In association and Member of**



# **TOKOLOGO ACCOUNTING PRACTITIONERS COMPANY'S PROFILE**

## **1. Historical background**

At the beginning of 2004 the two Director's Mr. TS Molefe and Mr. D Motswane realized their potential and ability on their fields of study as well as long work experience. The two individuals under took the risk of initiating an accounting and business support service provider. The initiative was motivated by approach in participating largely on the country's poverty alleviation and un-employment. The initiative intends to offer a very high quality services and products for market and ensure awareness of the client expectations.

Tokologo Accounting Practitioners are a small and medium-sized registered Accounting, Internal Auditing and Business Support Company. The firm has extensive experience with broad and diverse range of clients in both private and public sector across the provinces of South Africa. The professional and personal involvement of our directors in our all client's engagements speaks volume to the services we provide.

## **2. Our motto**

Today as a result of taking many risks and courageous entrepreneurial initiatives, Tokologo Financial and Business Support have grown rapidly. This growth has been achieved by total commitment to our motto "**In Pursuit of Excellence**". The firm is continuously moving with the times, in an endeavor to be the first firm of choice for all our clients and staff. We strive daily to live by our motto and all our strategies are developed to ensure that our mission and vision statements are embraced by all staff members.

## **3. Our vision**

"Beyond financial accountability through passion and inspiration" providing professionalism in underling focal point and the real growth and moving forward.

## **4. Our mission**

Tokologo Accounting Practitioners will deliver compelling products and services of highest quality that will transform financial, internal auditing and business support services.

We thrive on empowering ourselves and the country through continuous training and monitoring, establishing a broad base of specialized services, strengthening by innovative and advanced leading-edge technology

## **5. Ethics and Values**

Honesty, accuracy, timely, integrity, quality and high morality are our strength and success with our client and our staff. We are committed to ensuring that in every engagement, we provide solutions that achieve extraordinary results, make our clients exemplary and stay ahead of competitors.

We follow through and keep our commitments. We meet deadlines and complete tasks on time. We believe in growing the skill of our people and improving their attitude and standard of living.

## **6. Our strength**

The firm's consistent market strength and position in the private and public sector lies in providing its clients, with independent professionalism and services with strong emphasis on personalised services.

We take pride in giving our clients the assurance that the personal assistance they receive; comes from years of advanced training, technical experience and financial acumen.

Our investment in time and resources in continuous professional education, state-of-the art computer technology and extensive business relationship is indicative of our commitment to excellence.

Tokologo Accounting Practitioners has extensive experience in representing several entrepreneurial companies including public sector both National, Provincial and Local government spheres and as a result, has knowledgeable expertise on practical applications of innovative strategic ownership structures and alternatives that can be utilised across a broad range of industries in the private and public sector.

### **Our Strategic partnership**

In pursuit of advancing our service excellence Tokologo Accounting Practitioners have entered into partnership with one of the highly recognised auditing companies in South Africa.

Certified Masters Auditors Inc (CMA) will serve as our strategic partner in the interest of advancing both professionalism and services delivery to our clients.

Certified Masters Auditors INC is committed to empowerment and the transfer of skill and knowledge to the previously disadvantaged groups.

Our partnership is solid and is formulated on strong and professional value that will not be compromised in the interest of the client.

We differentiate ourselves from other firms in the following respects:

- **Knowledge Base of Directors**

All directors of the company are involved in performing all the main disciplines for selected smaller clients, thus gaining a critical practical understanding of *inter internal* auditing, accounting and taxation. Within the firm we have specialisation committees in all the areas of importance for a Chartered Accountant, which include the professional staff. The committees are chaired by a recognised specialist who facilitates the continuous training and development of the committee members, in order to ensure that all members constantly have an up to date, in-depth knowledge base in their selected field of expertise.

- **Involvement and Accessibility of the Directors**

We guarantee a full time involvement of all directors in achieving the objectivity and the engagement with a handed professionalism.

- **Understanding of the Client and Annual Continuity**

As a result of the direct involvement of our directors in the engagement, the director assumes responsibility in training and assisting new audit staff in conducting the clients' audit. This ensures continuity of knowledge of the client on a year to year basis. In comparison with other firms where there is a continuous change of audit managers resulting in some instances where valuable time of the client is spent in assisting the new audit team in becoming orientated within the clients' environment. Our ability to work in conjunction with an array of businesses has given us the experience and knowledge to grow with our clients, changing the way they think about business advice.

- **Attracting and Retaining Quality Staff**

We have a vision to expand our operation all around the country as a process of participating in the main streaming the economy and reduce the unemployment of our country. In the process we commit to transferee skill to the young graduates of our society. This enables us to be excessively selective in recruiting only the best candidates. We have experienced. We as a firm never experienced any difficulty in this regard. We are an equal opportunity employer and as such employ a diverse variety of people all of whom meet our requirements for ability, ambition, and integrity.

- **Meeting Deadlines**

Directly as a result of the way our company is structured from a human capital perspective, we can confirm that since the inception of the company in 2004 we have always met all deadlines set by our major clients. This springs from our persistent desire to deliver a high quality of service and meeting all our clients' requirements in order to deliver complete client satisfaction. In certain instances it meant that staff members, including the directors, had to work through the night and during weekends.

- **Value for Money Audits**

Everything we do is geared towards saving time, increasing efficiency and saving you money. From experience, our audit fees are highly competitive compared to the big firms, as we manage our cost carefully and as a result of the direct involvement of the director in the audit the review of the file are continuously carried out and issue which require attention are resolved immediately compared to the big firms where there are a number of level of review resulting in the time taken to resolve queries to be longer.

## 9. Our services

Tokologo Accounting Practitioners provides cost effective and efficient financial and business support. The financial services performed and offered by our firm are:

### Auditing

- Internal Auditing
- Forensic Auditing

The services by Tokologo Accounting Practitioners include performing assessment of the economy, efficacy and effectiveness, internal financial control and lastly compliance with applicable laws and regulations. The five components which are:

- The control environment
- The entity's risk assessment
- The information system including related business processes
- The control activities
- .monitoring and assessment of controls

The firm's services include evaluating and awareness of both the Public Financial Management Act (PFMA) and Municipality Financial Management Act (MFMA) and accounting policies in the public sector, assessing the reasonableness and accession presented in the financial statements overall that is financial position and financial performance position.

Training and the interpretation of the Public Financial Management Act (PFMA) and Municipality Financial Management Act (MFMA) and accounting policies in the public sector.

### • Company Secretarial Services

**Close** corporation and company formations

Maintenance of statutory books, specifically maintaining the following registers and minute books in and up to date condition:

- Register of member;
- Register of debenture holders;
- Register of directors and officers;
- Minute books of the proceedings of general and board meetings;
  - Preparation of AGM minutes;
  - Preparation of Directors minutes
  - Registered office facility;
  - Registration of all directors' and members' appointments and resignations;
- Increase of Authorised Share Capital;
- Change of company name, articles, and memorandum;
- Special resolutions;
- Supply of "shell" companies or close corporations and
- Formation of new companies or close corporations and trusts.

## Accounting and financial management

Accounting can be conducted on a monthly basis or any other period. The firm specialises in reconciliation of general ledgers, creditors, debtors, fixed asset registers and compiling Annual Financial Statements. These accounting functions can be done for any type of business whether it is a sole trader, partnership, limited company or any other.

Where the client prefers to carry out their own accounting services, Tokologo financial and business support can facilitate the set-up, maintenance and interpretation of any system utilised to execute proper accounting.

Other accounting services include:

- Preparation of financial reports for Boards of Directors, Management and Statutory Bodies;
- Preparation of Cash Flow Statements, financial information on banks and other financial institutions.
- Maintenance and evaluation of accounting records, related systems and recommendations and improvements;
- Administration of clients monthly payroll, which may include:
  - Calculation of monthly salaries;
  - Supply of monthly pay slips;
  - Operating a designated bank account on the client's behalf.
- Management Consulting and Business Structuring
  - Assist in the interpretation of financial statements
  - Conducting financial investigation into low level return on investments, high overhead costs, abnormally high stock level and suspected fraud;
  - Remuneration packages and profit sharing schemes
  - Valuation of business interests and entities
  - Business and personnel structuring
  - Appropriate business entities and formats
  - Financial and management opportunities
  - Business year-ends
  - Guidance on the distinction between tax deductible and non-deductible expenses, capital, or income related expenditure and revenues.
  - Advice on financial methods that is most suitable, efficient and cost-effective for a business
- Cash flow and Budgetary Planning  
Tokologo financial and business support covers the complete process of determining the income and expenditure of the organisation for the period under consideration and the subsequent control and monitoring of actual and forecast progress against the authorised budget.
- Business Evaluations  
With our business evaluation services and consultations we assist business owners in the objective analysis, closer-view or real financial strength and wealth/assets of their business, telling more of a story about the economic situation than a quick-glance at the financial reporting, dashboard financials or annual reports like most other auditing companies do.

## **Tax Services**

### • Corporate and Personal Taxation

Corporation tax represents a substantial part of your trading costs and time. Tokologo financial and business support assists clients to minimize their corporate tax exposure and relieve them of the administrative burden of complying with legislation. We do this by:

- Taking full advantage of opportunities
- Achieving the optimum capital or reserve tax treatment
- Reducing tax on disposables and maximizing relief situations on acquisitions
- Making the most of tax opportunities specific to your industry
- Meeting the rigorous demands of compliance including corporation tax self assessment
- Acting on your behalf in discussions with the tax authorities

### **Our personal tax services include:**

- Calculating your tax liability
- Completing and filing your tax return on your behalf
- Advising you when various payments are due and how much to pay
- Advising on appropriate record retention

### **Taxation planning and administration**

This service includes tax services for all types of companies, individuals and also:

- Tax compliance for corporate (companies, close corporations, SME's and other companies) and individuals;
- Completion and lodging of personal and corporate tax returns;
- Preparation of VAT returns from accounting records and lodging;
- Registration as an employer, registration for provisional tax, income tax, workmen's compensation, regional services council, VAT, UIF, SDL and PAYE;
- Implications of income tax and legislation including capital gains tax legislation;
- Value-added tax, company duty, estate duty and donations tax and
- Employee's tax and taxation of fringe benefits.

## **10. Director's profile**

### **1. Tshepo Sam Molefe**

Tshepo Sam Molefe is the founder and director of Tokologo Accounting Practitioners, current Chief executive Officer (CEO) and has been the pillar of success of the organization since 2004 until to-date.

Graduate's in Commerce and Labour Relations discipline. Further career path Chartered Accountant (CA) program with University of Johannesburg formally known as the Rand Afrikaans University (RAU).

He occupied Financial Management position with both private and public sectors for twenty-three years (23yrs) of service and practical.

He was Instrumental in the implementation of the Public Financial Management Act (PFMA) at the Gauteng region with the Department of Water Affairs and Forestry.

Conduct financial inspection throughout the region. He was also involved in the implementing of fraud prevention strategy as well as co-ordination of budget submission and risk management.

Work carried includes wide range of public sector institutions such as Gauteng, Limpompo and North West Treasury, water affairs, Northern Cape and Mpumalanga premier's office and many more government department.

Registered assessor and moderation with SETA on the following program

- Government accounting
- Project management
- Risk management
- Budgeting and scoa
- Policy development and formulation in public sector
- VAT recovery in Municipality

### **2. Mr Dankie Sindane**

Dankie Sindane is the founder and the Chief Executive Officer of Effecient Creative Inventions and is a graduate from the University of the North where he obtained a Diploma in State Finances. He is currently studying third level of B.Compt with UNISA. Dankie Sindane has started working in the Public Sector in 1986 up until 2003, while in the employ in the Public Sector he was specializing in management accounting and was also doing financial controls. Some of the highlights in his carrier in the Public Sector are the establishment of the Directorate: Financial Management for the Department of Housing in 1995 when the new democratically elected government took over. He was also instrumental in setting up Financial Management structures in the National Department of Public Work's Regional Offices.

During the last three years in the Public Sector he dealt with issues related to fraud and maladministration in the Public Sector. He was instrumental in the formulation of the fraud prevention strategy for the National Department of Public Works.

Within Effecient Creative Inventions, Dankie is responsible for overseeing the overall functions of the organization as well as strategic planning for the organization. Because of his wealth of experience he gained whilst in the employed of Government he is providing support for Financial Management in the Public Sector. He has also designing learning programmes for public sector and facilitates such programs to clients

He is registered as an assessor with FASSET for the following qualifications:

- National Certificate in Public Sector Accounting
- National Diploma in Public Sector Accounting

He is also registered with the Institute for Public Finance and Auditing as a preferred assessor for their Learnerships.



### 3. PROF MARIUS J. MARITZ

**B.Com (UP), B.Compt (Hons) (Unisa), MA (Finance) (Alabama USA)**

**MBL (Cum Laude)(Unisa) CFM (Harvard USA) CA(SA) MTP (SA)**

Prof Marius Maritz is the Chairman of Certified Master Auditors Incorporated. His excellent academic background is greatly enhanced with years of practical hands-on experience accumulated in Management, Corporate and Individual Consulting within many business entities.

He graduated from the University of Pretoria with a B.Com (Acc) 1983 and received his B.Compt (Hons) 1985 and MBL (Cum Laude) 1993 from UNISA. He received a Rotary Graduate Scholarship to study abroad and completed his MA (Finance) 1993 at the University of Alabama (USA). Prof Maritz was accepted for the Harvard University (USA) Executive Corporate Financial Management Programme and successfully completed this programme in 1993.

Prof Maritz served on the Board of Directors as Financial Director from 1997 to 1999 and was also a Professor in Strategic Financial Management, Financial Management & Taxation at the UNISA Graduate School of Business Leadership. He solely pioneered, designed and implemented the "Strategic Finance Management" seminars offered in the SBL Executive and Masters Programmes. The programme was uniquely created for UNISA by Prof Marius Maritz and remains a first in Southern Africa.

By virtue of his contribution to the area of Financial Management in South Africa Prof Maritz serves on the Board of Directors for a number of corporations. Prof Maritz is currently a registered member of the **Arbitration Foundation of Southern Africa** and served on numerous occasions as arbitrator and/or mediator by the Public Accountants and Auditors Board resolving disputes between parties.

Prof Maritz completed his articles with the firm now referred to as Deloitte. When he resigned he was acting in the capacity as audit manager and was invited to join Deloitte as a partner. He regularly demonstrated his strong ability in **auditing** and has been involved extensively within the function for more than 20 years.

## 11. Our location and Contact details

Head office  
Physical address: 29 Hadedra Crescent  
Rooihuiskraal  
Centurion  
0157  
Tel: 012 661 9978  
Fax: 086 617 4786  
Website: [www.tokologofin.co.za](http://www.tokologofin.co.za)  
Email address: [Info@tokologofin.co.za](mailto:Info@tokologofin.co.za)  
Postal address: P.O Box 55929  
Wierda Park  
Centurion  
0149

## 12. References

Our client list is available upon request, once a confidentiality agreement is signed with yourselves, and you may select any client you wish to contact for a reference. The following entities are major clients undertaken by the lead partners concerned and you are welcome to contact them:

Pro Active College	Mr. T Jooste	012 346-6589
Makhonya Technologies (pty) LTD	Mr. M Dzimbanete	082789-9732
Atlego Business Enterprises Close Corporations	Mr. ML Mabelane	012 655-0383
KLMS Personnel Consultants	Mr. A Ngobeni	071854-1778
Gauteng Treasury		
Premier's office Northern Cape	Name Thula	053 802-5218
Lerumo La Runa Consulting	General Sambo	083676-6069



*In association and a member of*

