



Ray Robinson

MANAGEMENT SERVICES

Good Day,

My name is Ray Robinson.

Herewith is a brief overview of the services I can provide:

- ❖ Financial Accounting.
 - Monthly Income and Expenditure.
 - Comparison to Budget, Expenses and Levies.
 - Monthly Cash Movement Report.
 - Assist with Annual Budgeting.
 - Audit Preparation.
- ❖ Internet Banking:
 - Assist with opening of Banking Accounts, if required.
 - Monthly Bank Statements or on demand, available on request.
- ❖ Payment of Creditors (Accounts Payable). Payment Policy to be followed as set up by the Trustees.
- ❖ Wages. Pastel Payroll system.
- ❖ Statutory returns which include:
 - CSOS.
 - PAYE.
 - UIF.
 - Workman's Compensation.
- ❖ Monthly Levy Statements.
- ❖ Monthly Age Analysis Report:
 - Follow up on arrears.
 - Assisting with Credit Control Policy as set up by the Trustees.
- ❖ Assist with getting the right Insurance Company with the right cover including Fidelity Cover and Property Valuations as required by Law. Attending to claims.
- ❖ Attendance at Trustees meetings by invitation.
- ❖ AGM preparation and attendance.
- ❖ Assist with various correspondences to Owners.
- ❖ Prepare and issue Levy Clearance Certificate.