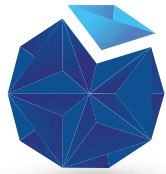


Accbooks Solutions

for your IT and business consultancy solutions

C O M P A N Y P R O F I L E



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COMPANY PROFILE

WHO WE ARE

Accbooks Solutions (Pty) Ltd is a locally registered consulting company dedicated to helping businesses stay compliant. We offer innovative IT services designed to optimize business operations, alongside comprehensive business consultancy and bookkeeping solutions.

In today's fast-paced world, robust IT infrastructure and financial vigilance are crucial for business survival. Accbooks Solutions understands the intricacies of running a business and provides practical, reliable actions to enhance efficiency, strengthen digital operations, and ensure compliance with Botswana's regulatory requirements.

We recognize that business owners are individuals with unique needs.

Our Accountants are Bica Registered.



WHY WE STAND OUT

We add value to our clients. Our personnel is personable and truly caring. We show personal, human touch in business. We talk to clients in a way they understand and appreciate. We give ourselves time to determine the client's needs, listen, ask questions, keep contact and identify the shortcomings in the business thereby facilitating appropriate solutions at the best preferable value.

VISION

To be recognised as one of the leading global Business Consultancy, IT Solutions, Bookkeeping, and Advisory Consulting Organisations, providing extraordinary, high-quality, fast, and accurate services, exuding the highest degree of professionalism with the aim of exceeding clients' expectations.

MISSION

Our mission is to provide exceptional Business Consultancy, IT Solutions, and Bookkeeping services to our clients, handling their affairs with the highest confidentiality and professionalism. We are committed to providing fast, accurate responses to meet deadlines, prevent fines, and ultimately increase the profitability of our clients' businesses.

CORE VALUES

THE CLIENT - The Client first- The Client is King.

No matter what happens in life, be nice to people.

Being nice to people is a peaceful way to live and a beautiful legacy to leave behind. - Marcandangel

EXCELLENCE - Being outstanding and giving the best service to our clients.

Excellence is doing ordinary things, Extraordinarily well. - John W. Gardner

INTEGRITY - Doing the right thing, acting honest, truthful, accurate and being morally upright.

Develop your character so that you are a person of integrity. - Peter Cain





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RESPECT – Valuing everyone's contribution and fairly rewarding talent.

Most good relationships are built on mutual trust and respect. - Mona Sutphen

TEAM WORK - Together, our cooperation, effective communication and collaboration we achieve more.

Teamwork is the secret that makes common people achieve uncommon results. - Ifeanyi Enoch Onuoha

ACCOUNTABILITY – Taking responsibility for our actions.

Accountability breeds Response-ability. - Stephen Covey

SCOPE OF SERVICES

IT SERVICES

- Network Design & Management
- Hardware & Software Procurement
- Hardware Repair & Diagnostics
- Data Backup & Disaster Recovery
- Email Setup & Management
- Web Development & Hosting
- IT Training & User Support

BUSINESS CONSULTANCY & BOOKEEPING

- Data entry and processing
- Accounts payable management and credit control
- Accounts receivable management, debt collection, monthly distribution of statements
- General ledger accounting
- Petty Cash Reconciliation
- Bank and Credit Card Reconciliation
- Cash Book Management
- Financial Statements Preparation, Balance Sheet, Cash Flow Statement
- Management reporting
- Inventory Management
- Fixed Asset Management

TAX SERVICES FOR INDIVIDUALS AND BUSINESSES

- Corporate Income Tax
- Personal Income Tax
- Pay As You Earn (PAYE)
- Other Withholding Taxes (OWHT)
- Value Added Tax (VAT)

PAYROLL

- Payroll Processing
- Leave management and severance pay calculations
- PAYE calculations and submission to Burs

We outsource our accounting services to professional chartered accountants who handle all our accounting requirements.





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OTHER SERVICES

- Contracts Management
- Records Management- proper filing and archiving
- Projected cash flow for bank account opening
- New Company registration and deregistration
- Financial Statement Preparation
- Annual Company returns
- Business Plans
- Business Advisory Services
- Basic training

BENEFITS OF OUTSOURCING OUR SERVICES

Hiring a staff permanently can be expensive, thus employing the services of the Bookkeepers and Business Consultants is more advantageous.

The goal for every business owner is to minimize costs; the Company will save on:

- Health benefits
- Fringe benefits
- Paying PAYE taxes
- Recruitment, hiring and training costs
- Severance and leave days payments when staff is leaving

CHARGE/RATES

How we charge is affected by the level of work that we do. This ranges from the basic posting entries in the System, record keeping, records management to all the tasks leading to the preparation of Financial Statements. The rates are at the best affordable consideration.

OPTIONS AVAILABLE

- You can outsource our services: we can collect the documents and files and do work at our offices and provide you with finished jobs.
- Or we can provide an officer who can be placed in your premises

SYSTEMS

- Pastel
- Quickbooks
- Wave
- Zoho
- Microsoft Excel
- Lotus 123

Sage Pastel
Accounting

qb intuit
quickbooks

ZOHO



wave
ACCOUNTING

Lotus software

C O N T A C T

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