KORBICOM

GhostPractice Business Process Outsourcing Services

a. Bookkeeping:

- Processing all relevant financial data including:
  - Invoices to Clients (general, correspondents, etc)
  - Invoices from Suppliers (general, correspondents, advocates, business creditors, Disbursements, Office Creditors)
  - Receipts
  - Payments
  - Bank statements (business and Trust)
  - Fee Reversals (Credit Notes);
  - Bad Debts
  - Trust & Business Journals where needed;

b. Financial Accounting:

- Management of Invoice and Statement Generation for distribution to your Clients
- Reconciliation of bank statements
- Creditors management assistance
- Debtor management assistance
- Cash-flow management assistance
  - Investment
  - Borrowing
  - Trust Transfers
  - Provision for VAT and other liabilities
- Month-end closure
- Reviewing reports to ensure capturing is correct
- Troubleshooting- accounting, user & system issues
- Interpreting reports and financial information
- Implementation of budgets
- Implementation policies and procedures
- Provision of monthly management accounts
- Year End preparation and closure

c. Statutory Compliance Assistance

- Assistance with Completion and submission of Vat returns
- Assistance with Completion and submission of PAYE returns
- Assistance with completion of your UIF returns
- Assistance with completion and submission of Law Society Fidelity Fund Applications
- Assistance with Audit preparation and liaison with auditors

d. Payroll Management

- Assistance with calculation salaries and processing thereof