



SBPSA COMBINED REPORTING TEMPLATE

A. When selecting an answer on the response, delete the one that is not applicable. In other words leave only the appropriate answer. A "No" must be shaded with a red shade, and a "Yes". All the Yes's with improvements and all the "No's" will have to be included on Part H of the Financial Statements.

B.To our standard, 80% of the "Yes's" signify an "Achievement"

C. We accept a two digit percentage on the final compliance determination.

1		Response		
		Delete the inapplicable		
1.1	Is there a process of assisting the business to continue for the foreseeable future?	1.1	Yes	No
1.2	Has the South African compliance law expectation observed and continuously updated?	1.2	Yes	No
1.3	Is there a process of identifying, recording and keeping customer database including current and previous one's, amount owing by them, communication tracking, including documents relevant to them?	1.3	Yes	No
1.4	Is there a process of identifying, recording and keeping suppliers including documents relevant to themselves such amounts already paid, reason for paying the amount, contact details, payment terms dates, amount still owed?	1.4	Yes	No
1.5	Does the business have a community upliftment strategy?	1.5	Yes	No
1.6	Does the business keep a Value Added Statement?	1.6	Yes	No
1.7	The business has more than one person the leadership position of the business.	1.7	Yes	No
1.8	Does the business keep an updated list of its related party information?	1.8	Yes	No
1.9	Is there a system of keeping documents for the business for a period more than 7 years?	1.9	Yes	No
1.10	Does the entity have a budget preparation process including monitoring its budget spending	1.10	Yes	No
1.11	Are employees adequately and continuously informed on how they affect the budget of the budget	1.11	Yes	No
1.12	Does the business have a universal business calendar on how its activities take place and get followed up?	1.12	Yes	No

Total questions	Number	%
	12	100

Number of Yes's
Number of No's

7	0.58
5	0.42
Non-compliant	

CR 1

Signed:

Chartered Accountant: _____

Date: _____

Small Business Practitioner: _____

Date: _____

2 Forms of business		Response	
		2 Delete the inapplicable	
2.1	Is the business appropriately registered looking at the nature of its operations, its affiliations and standards?	2.1	Yes No
2.2	Is the business owner aware of the legal implications of the business in which he / she runs?	2.2	Yes No

	Total questions Number of Yes's Number of Nos	<table border="1"> <tr> <td style="text-align: center;">Number</td> <td style="text-align: center;">%</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">100</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">1.00</td> </tr> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">0.00</td> </tr> <tr style="background-color: #008000; color: white;"> <td colspan="2" style="text-align: center;">Compliant</td> </tr> </table>	Number	%	2	100	2	1.00	0	0.00	Compliant		CR 2
Number	%												
2	100												
2	1.00												
0	0.00												
Compliant													
<p>Signed: Chartered Accountant: _____ Date: _____</p> <p>Small Business Practitioner: _____ Date: _____</p>													

3 Tax Preamble		Response	
		3 Delete the inapplicable	
3.1	The business is currently registered in a correct tax category of the business?	3.1	Yes No
3.2	The business is registered for the tax types it should have been?	3.2	Yes No
3.3	The business has a process to analyse and continuously monitor and evaluate the adequacy of its tax category(ies).	3.3	Yes No
3.4	The management has assessed the tax category in the previous CR template publication for adequacy and relevancy.	3.4	Yes No
3.5	The management is aware how and why they fall within the current tax category and not in others.	3.5	Yes No
3.6	There is a process of determining the provisional taxes for the business.	3.6	Yes No
3.7	All tax returns appropriately closed for the business with supporting documents?	3.7	Yes No
3.8	The business been issued with a tax penalty.	3.8	Yes No
3.9	The business been issued with a tax interest.	3.9	Yes No
3.10	The company has a formal tax arrangement with SARS.	3.10	Yes No
3.11	The business have a process of recording and adequately responding to SARS correspondences on time?	3.11	Yes No

- 3.12 The process has a process in place to keep updated with national tax changes.
- 3.13 The business makes use of the SBPSA monthly governance calendar
- 3.14 The entity is happy with how SARS handles its tax affairs.

3.12	Yes	No
3.13	Yes	No
3.14	Yes	No

	Number	%
Total questions	14	100
Number of Yes's	2	0.14
Number of No's	12	0.86

CR 3

Non-compliant

Signed:
Chartered Accountant: _____

Date: _____

Small Business Practitioner: _____

Date: _____

4 Disposing of small business		Response	
4.1	The entity in a process being sold / Disposed in the next twelve month?	4.1	Delete the inapplicable
4.2	The owner aware of accounting and tax consequences should he with to dispose the business?	4.2	Yes No
4.3	The business has been valued to determine its current market price by a registered valuer in the last valuation circle?	4.3	Yes No
4.4	The owner has a valid proof of ownership for the business?	4.4	Yes No

	Total questions Number of Yes's Number of No's	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">Number</td><td style="text-align: center;">%</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">100</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">0.75</td></tr> <tr><td style="text-align: center;">1</td><td style="text-align: center;">0.25</td></tr> <tr style="background-color: red; color: white;"><td colspan="2" style="text-align: center;">Non-compliant</td></tr> </table>	Number	%	4	100	3	0.75	1	0.25	Non-compliant		CR 4
Number	%												
4	100												
3	0.75												
1	0.25												
Non-compliant													
Signed: Chartered Accountant: _____ Date: _____													
Small Business Practitioner: _____ Date: _____													

5 Tax considarations		Response	
5.1	The owner is aware of the business tax season.	5.1	Delete the inapplicable
5.2	The entity has a plan to adequately attend to its tax season obligations without missing important deadlines.	5.2	Yes No
5.3	The entity understands its monetary tax flunctuations, and these are analysed frequently.	5.3	Yes No
5.4	The entity has a plan to adequately attend to its tax season obligations without missing important deadlines.	5.4	Yes No

	Total questions Number of Yes's Number of No's	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr><td style="text-align: center;">Number</td><td style="text-align: center;">%</td></tr> <tr><td style="text-align: center;">4</td><td style="text-align: center;">100</td></tr> <tr><td style="text-align: center;">3</td><td style="text-align: center;">0.75</td></tr> <tr><td style="text-align: center;">1</td><td style="text-align: center;">0.25</td></tr> <tr style="background-color: red; color: white;"><td colspan="2" style="text-align: center;">Non-compliant</td></tr> </table>	Number	%	4	100	3	0.75	1	0.25	Non-compliant		CR 5
Number	%												
4	100												
3	0.75												
1	0.25												
Non-compliant													
Signed: Chartered Accountant: _____ Date: _____													

Small Business Practitioner: _____ Date: _____

6

Death taxes

- 6.1 The owner aware of the processes to be followed should he / she pass away.
- 6.2 The business have a success plan.

		Response	
6		Delete the inapplicable	
6.1		Yes	No
6.2		Yes	No

Total questions
Number of Yes's
Number of No's

Number	%
2	100
1	0.50
1	0.50
Non-compliant	

CR 6

Signed: _____
Chartered Accountant: _____ Date: _____

Small Business Practitioner: _____ Date: _____

7		Value Added Tax		Response	
7				Delete the inapplicable	
7.1	The business registered for a correct VAT category, that is A, B, C, D, E or F.	7.1	Yes	No	
7.2	The business has made enough effort to determine if it is a price taker /giver.	7.2	Yes	No	
7.3	The business have a process of determining a VAT input.	7.3	Yes	No	
7.4	The business has a process of determining a VAT output.	7.4	Yes	No	
7.5	All VAT returns have been declared on time.	7.5	Yes	No	
7.6	All items are sold at fair value.	7.6	Yes	No	
7.7	The is a process of keeping and accounting for all business VAT related documents.	7.7	Yes	No	
7.8	The owner have access to E-filing to view and monitor VAT related information.	7.8	Yes	No	
7.9	The business is VAT compliant.	7.9	Yes	No	
7.10	The business is on a correct VAT accounting system.	7.1	Yes	No	
7.11	The business seperates its transactions from personal transactions of the owner.	7.11	Yes	No	
7.12	The business claims only legitimate business expenses.	7.12	Yes	No	

Signed: _____		Date: _____				CR 7
Chartered Accountant: _____		Date: _____				
Small Business Practitioner: _____		Date: _____				

	Number	%
Total questions	12	100
Number of Yes's	10	0.83
Number of No's	1	0.08
Compliant		

8		Financing a business		Response	
8				Delete the inapplicable	
8.1	The business has a capital structure.	8.1	Yes	No	
8.2	The business has a process of seperating financing funds from ordinary expenses.	8.2	Yes	No	
8.3	The business has a process of seperating financing funds from ordinary income.	8.3	Yes	No	
8.4	The business finance options appropriated covered by adequate documents and well kept.	8.4	Yes	No	
8.5	The business has a financing schedule split between different forms of finance meant to track the financial options of the business.	8.5	Yes	No	
8.6	The business have payment calendar guiding all its financing commintment transactions.	8.6	Yes	No	

8.7	Shareholder information is well kept, the register and share certificates well organised.
8.8	Shareholders of the business are appropriately trained on a regular business.
8.9	Directors are appropriately trained on lending requirements and obligations.
8.10	The business keeps appropriate financing registers supported by adequate financial and explanations.
8.11	The company accurately classify between the income statement and balance sheet items in dealing with finances.

8.7	Yes	No
8.7	Yes	No
8.8	Yes	No
8.9	Yes	No
8.10	Yes	No
8.11	Yes	No

Total questions
Number of Yes's
Number of No's

Number	%
11	100
10	0.91
1	0.09
Compliant	

CR 8

Signed:
Chartered Accountant: _____

Date: _____

Small Business Practitioner: _____

Date: _____

9		Assets		Response	
				Delete the inapplicable	
9.1	The company have a plan to deal with assets that are in the possession of its employees	9.1	Yes	No	
9.2	All assets are supported by relavant documents suupporting their existance.	9.2	Yes	No	
9.3	All assets barcoded.	9.3	Yes	No	
9.4	All assets included in the asset register.	9.4	Yes	No	
9.5	All financial assets included in the asset register.	9.5	Yes	No	
9.6	The company have an asset management policy.	9.6	Yes	No	
9.7	The company has a plan to deal with absolatte and redundant assets.	9.7	Yes	No	
9.8	Is the depreciation policy in place.	9.8	Yes	No	
9.9	The business have a plan to revolve assets that have reached their useful lives.	9.9	Yes	No	
9.10	The business have a plan to deal with prepaid assets.	9.10	Yes	No	
9.11	Are the assets continuously checked for imparment by the value.	9.11	Yes	No	
9.12	The business have a list of asset shedule.	9.12	Yes	No	
9.13	Assets bought by entity but used by employees are appropritely accounted for	9.13			
9.14	Costs associated with assets are correctly amounted for.	9.14	Yes	No	
9.15	The entity accounts properly for all disposal and assets removed from the entity.	9.15	Yes	No	
9.16	The asset register seperates between owned assets, finance lease and operating assets.	9.16	Yes	No	
9.17	Depreciation is correctly accounted in all financial statements components.	9.17	Yes	No	

Number %
11 100

Total questions
Number of Yes's
Number of No's

10	0.91
1	0.09
Compliant	

CR 9

Signed: _____ Date: _____
Chartered Accountant: _____ Date: _____
Small Business Practitioner: _____ Date: _____

10		Employees of the business		Response	
				Delete the inapplicable	
10.1	All employees have an employment contract.	10.1	Yes	No	
10.2	The entity has a plan to update the employment contract to deal with changing employment changes?	10.2	Yes	No	

10.3	The company have a plan to correctly account for recruitment costs.	10.3	Yes	No
10.4	The company has a plan or proceses to deal with employees complaints and grievancies.	10.4	Yes	No
10.5	The company has proof that all its employees are registered with the Department of Labour (DOL) / SARS for UIF.	10.5	Yes	No
10.6	The company have a plan tor process to register or deregister its employees with DOL.	10.6	Yes	No
10.7	The company has a plan to assist employees to get their benefical when they resign.	10.7	Yes	No
10.8	The entity registered with the DOL for CF for death and injuries at work place.	10.8	Yes	No
10.9	The company has the most recent proof of paymment for its CF.	10.9	Yes	No
10.10	The entity registered with SARS for EMP201 and 501, and are closed on time.	10.10	Yes	No
10.11	The entity have a process to determine accurate COIDA accrual.	11.11	Yes	No
10.12	The company is up to date in paying for UIF employees?	11.12	Yes	No
10.13	The company pays for SDL as well.	11.13	Yes	No
10.14	The company take into account 7th schedule benefits in determing the salary for its employees.	11.4	Yes	No
10.15	All employees are paid in accordance with the minimum wage.	10.15	Yes	No
10.16	The business does not have / did not have any government tender.	10.16	Yes	No
10.17	All government business pay on time.	10.17	Yes	No
10.18	Employees get their payslips on time?	10.18	Yes	No
10.19	The company has an effective disciplinary policy and it is widely distributed to all the employees?	10.19	Yes	No
10.20	The company have a policy to deal with staff leave balances, for annual leave, sick leave, family responsibility maternity, parternity etc or any other emergency leave or related leave.	10.20	Yes	No
10.21	The entity have a schedule used to calculate leave for each employee.	10.21	Yes	No
10.22	The employees are aware of what to do on emergency situation.	10.22	Yes	No
10.23	The company have a policy to deal with leave purchase?	10.23	Yes	No
10.24	Entity have appropriate employment equity plan.	10.24	Yes	No
10.25	Entity employs foreign nationals.	10.25	Yes	No

Total questions
Number of Yes's
Number of No's

Number	%
25	100
18	0.72
7	0.28
Non-compliant	

CR 10

Signed:
Chartered Accountant: _____

Date: _____

Small Business Practitioner: _____

Date: _____

11	Revenue
11.1	The company has a revenue policy.
11.2	The company issues an invoice of all the sales it makes.
11.3	The company has a process or plan to deal with it's debtors balances.
11.4	The company have a sales policy which includes a sales mix.
11.5	The company has a process to calculate an accurate revenue amount.
11.6	The company has a process to separate other amounts from its ordinary revenue.
11.7	The company did understate some of its revenues for the current year.
11.8	Revenue reconciled to the output of vat schedule.
11.9	There is a process of separating between capital and revenue sales.
11.10	The company has a policy to deal with prepaid income.
11.11	The company has a policy to deal with payments from customers for prior invoices.
11.12	All documents relating to items of revenue are in place.
11.13	There is a customer complaints process or mechanism.

	Response	
11	Delete the inapplicable	
11.1	Yes	No
11.2	Yes	No
11.3	Yes	No
11.4	Yes	No
11.5	Yes	No
11.6	Yes	No
11.7	Yes	No
11.8	Yes	No
11.9	Yes	No
11.1	Yes	No
11.11	Yes	No
11.12	Yes	No
11.13	Yes	No

	Total questions Number of Yes's Number of No's	<table border="1"> <thead> <tr> <th>Number</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>100</td> </tr> <tr> <td>10</td> <td>0.91</td> </tr> <tr> <td>7</td> <td>0.64</td> </tr> <tr> <td colspan="2" style="background-color: green; color: white; text-align: center;">Compliant</td> </tr> </tbody> </table>	Number	%	11	100	10	0.91	7	0.64	Compliant		<table border="1"> <tr> <td style="background-color: gold; color: black; padding: 5px;">CR 11</td> </tr> </table>	CR 11
Number	%													
11	100													
10	0.91													
7	0.64													
Compliant														
CR 11														
Signed: Chartered Accountant: _____ Date: _____ Small Business Practitioner: _____ Date: _____														

12	Inventory and consumable management
12.1	The company has an inventory policy.
12.2	The company has a consumables policy.
12.3	The company uses a period inventory system.
12.4	The company has a process to calculate cost of sales correctly.
12.5	The company has a process to deal with opening and closing inventory, stock accounts.
12.6	The company has a process to appopriatley account for consumable stores on hand.
12.7	The company has a process to determine inventory write downs.

	Response	
12	Delete the inapplicable	
12.1	Yes	No
12.2	Yes	No
12.3	Yes	No
12.4	Yes	No
12.5	Yes	No
12.6	Yes	No
12.7	Yes	No

12.8	The company has a plan or process to keep or deal with consignment stock.	12.8	Yes	No
		Total questions	8	100
		Number of Yes's	6	0.75
		Number of No's	2	0.25
		Non-compliant		CR 12
Signed: _____		Date: _____		
Chartered Accountant: _____		Date: _____		
Small Business Practitioner: _____		Date: _____		

		Response	
13	Companies and Intellectual Property Commission	13	Delete the inapplicable
13.1	The company in business with the CIPC and is compliant.	13.1	Yes No
13.2	The company correctly and accurately calculates it's annual return.	13.2	Yes No
13.3	The annual return declared exactly on the day of the anniversary,	13.3	Yes No
13.4	Is the amount declared similar or will be similar to the amount declared on the financial statement.	13.4	Yes No

		Total questions	8	100
		Number of Yes's	6	0.75
		Number of No's	2	0.25
		Non-compliant		CR 13
Signed: _____		Date: _____		
Chartered Accountant: _____		Date: _____		
Small Business Practitioner: _____		Date: _____		

		Response	
14	Cash and cash equivalents managements?	14	Delete the inapplicable
14.1	The company has one bank account.	14.1	Yes No
14.2	The company have a separate bank account to that of the owner.	14.2	Yes No
14.3	The company has a policy and a narrative to deal with inter - bank account transactions.	14.3	Yes No
14.4	The company has a policy and a narrative to deal with intra - bank account transactions.	14.4	Yes No

14.5	The company uses a petty cash system.
14.6	The company has a process to determine bank charges.
14.7	The company reconciles its bank accounts to its cash books.
14.8	The company issues a cash receipts for its monies received for services or goods sold.
14.9	It takes into account related party transactions in its reconciliations.
14.10	All cash withdrawals are supported by valid supporting documents.
14.11	All the EFT's are supported by valid supporting documents.
14.12	The company has a policy of following up with unknown payments on time, these are set aside based on the period determined on the prepaid income policy.
14.13	There is a cash and cash trend analysis within the company environment.

14.5	Yes	No
14.6	Yes	No
14.7	Yes	No
14.8	Yes	No
14.9	Yes	No
14.10	Yes	No
14.11	Yes	No
14.12	Yes	No
14.13	Yes	No

Total questions
Number of Yes's
Number of No's

Number	%
8	100
6	0.75
2	0.25
Non-compliant	

CR 14

Signed:

Chartered Accountant: _____

Date: _____

Small Business Practitioner: _____

Date: _____

15		Expenditure		Response	
				15	Delete the inapplicable
15.1	The company has a system and a process of determining, identifying and quantifying its expenses of the business?	15.1	Yes	No	
15.2	The company have a process of identifying its non-cash items.	15.2	Yes	No	
15.3	The company reconciles its expenses to its budget.	15.3	Yes	No	
15.4	The company reconciles its expenses to its supplier database.	15.4			
15.5	The entity seperates between fixed and variable costs.	15.5	Yes	No	
15.6	There is a process of separating between capital and revenue expenditure.	15.6	Yes	No	
15.7	The company has a plan to educate the employees about company costs and how that can take part to reduce them.	15.7	Yes	No	
15.8	The company have a plan or a process to identify suppliers with expired contract to word unwanted calculations?	15.8	Yes	No	
15.9	Terminated suppliers are notified in writing or confirmed exactly at the expiry date.	15.9	Yes	No	
15.10	Unknown deductions reversed immediately.	15.10	Yes	No	
15.11	Monthly and bank balance reconciled and further invetigations instituted on time.	15.11	Yes	No	
15.12	The company has a policy of tracking and reporting the completeness of its business transaction.	15.12	Yes	No	
15.13	The company regularly investigates new expenses, at least on a monthly basis.	15.13	Yes	No	
15.14	The company have a clear list of unpaid or accrual accounts.	15.14	Yes	No	
15.15	The company records and keeps a regular transaction log.	15.15	Yes	No	
15.16	The company follows the SBPSA 4 form expense identification process.	15.16	Yes	No	

Number	%
16	100

Total questions
Number of Yes's
Number of No's

6	0.38
10	0.63
Non-compliant	

CR 15

Signed:

Chartered Accountant: _____

Date: _____

Small Business Practitioner: _____

Date: _____

16		Management Accounts		Response	
				16	Delete the inapplicable

16.1	The entity have a process of providing managements account from accurate records.
16.2	Managements Accounts include all the 4 components of financial statements.

16.1	Yes	No
16.2	Yes	No

	Number	%
Total questions	2	100
Number of Yes's	2	1.00
Number of No's	0	0.00
Compliant		

CR 16

Signed: _____ Date: _____
Chartered Accountant: _____ Date: _____
Small Business Practitioner: _____ Date: _____

17	Financial Statements
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Response		
17	Delete the inapplicable	
17.1	Yes	No
17.2	Yes	No

17.1	The financial statements signed by a chartered accountant.
17.2	The Financial Statements prepared in accordance with SBPSA Recommendations.

	Number	%
Total questions	2	100
Number of Yes's	2	1.00
Number of No's	0	0.00
Compliant		

CR 17

Signed: _____ Date: _____
Chartered Accountant: _____ Date: _____
Small Business Practitioner: _____ Date: _____

18	Environment
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Response		
17	Delete the inapplicable	
17.1	Yes	No
17.2	Yes	No
17.3	Yes	No

18.1	The company has an environmental control plan.
18.2	The company complies with the local municiplaity environmental Bi-Laws.
18.3	The company contributes positively on environmental sustainability.

Number %

Total questions
Number of Yes's
Number of No's

2	100
2	1.00
0	0.00
Compliant	

CR 18

Signed:
Chartered Accountant: _____

Date: _____

Small Business Practitioner: _____

Date: _____

Summary sheet

	Number	Status	Green digit
CR 1			
CR 2			
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