



**The South African Dental Technicians Council**

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**REQUEST FOR PROPOSAL FOR ACCOUNTING SERVICES  
FOR PUBLICATION ON THE SADTC NOTICE BOARDS, WEBSITE & SMS TOOLKIT PARTNERS WEBSITE**

ADVERTISEMENT DATE	01 SEPTEMBER 2020
ORGANISATION	THE SOUTH AFRICAN DENTAL TECHNICIANS COUNCIL
PROPOSAL NO:	001/FIN/09/20
DESCRIPTION OF GOODS/SERVICES	THE PROVISION OF ACCOUNTING SERVICES
COMPULSORY REQUIREMENTS	PLEASE NOTE THAT FAILURE TO SUBMIT COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION
CLOSING DATE	02 OCTOBER 2020
ENQUIRIES	<a href="mailto:khosi@sadtc.org.za">khosi@sadtc.org.za</a>

## 1. SCOPE OF TERMS OF REFERENCE

This document provides terms of reference for the request for proposal in respect of the provision of accounting services for a period of up to three financial years ending on 28 February 2021, 28 February 2022 & 28 February 2023, subject to satisfactory performance. The Council will review the performance of the Accountant annually.

### **Background**

The South African Dental Technicians Council (SADTC) was established according to Section 2 of the Dental Technicians Act 19 of 1979 as amended in 1997 & 2004. SADTC is a Statutory Health Council in the ambit of the National Department of Health

The South African Dental Technicians Council (SADTC) requires the services of an accounting firm in order to assist the Council with its financial related matters.

### **Specific Functions of the Council**

- To protect the Public.
- To register persons who operate in the profession.
- To regulate the education and training of dental technicians/ dental technologists and any other category to be introduced.
- To regulate the professional/ethical conduct of registered technicians/technologists.
- To regulate the continuous professional development of registered categories of registration.

## 2. Scope of work

The South African Dental Technicians Council (SADTC) herein refers as a Client is seeking to appoint an Accounting firm/Bookkeeping firm to render accounting and payroll services to the Council. The Accountant will render comprehensive weekly and monthly accounting, payroll and statutory (SARS) administration pertaining to these services, to the Client from information provided by the Client to the Accountant, on/off the premises of the Client. The Accountant will, on behalf of the Client, calculate, reconcile and submit any related statutory SARS return(s) and initiate any payment that may derive from these return(s). The Accountant will prepare and issue a comprehensive financial report to the Client and discuss this financial report with the Client at the arranged ARC/Council meetings.

The Accountant will, as a minimum, perform the individual services as described below, to the Client. For ease of reference, this will be referred to as "General Accounting Services". The following is a guideline governing these general accounting services.

### ***2.1 Weekly data capturing***

2.1.1 The Accountant will visit the premises of the Client twice every week to perform the following accounting related services:

- Capturing and reconciling of all bank statements available for the period following the previous visit.

- Issue of customer invoices as and when required. Most of the invoices are processed in February of each year for the annual invoices to be issued in March.
  - Reconciliation of outstanding debtor accounts for the purposes of collection.
  - Liaison with external debt collecting agencies, as and when required.
  - Capturing of Supplier invoices.
  - Issue of Purchase orders as and when required.
  - Reconciliation of supplier accounts with monthly statements as received from suppliers. If no statements are received, the Accountant will contact the supplier to request such month-end statement.
  - Capturing of petty cash expenditure and receipts, as well as the reconciliation of petty cash accounts.
  - Capturing and reconciliation of any other cashbook(s) (Money Market, Credit cards etc.) that may exist / come into existence.
  - Loading of supplier payments or cash send requests for approval by the client. The registrar and deputy registrar will approve the documentation before it is sent to the Accountant. Approval of the payments loaded by the accountant will be done by the registrar and her deputy.
- 2.1.2 The Accountant will, at the end of each week, print and file all necessary documentation for audit purposes. These documents will be signed by the Accountant, thereby confirming the accuracy and correctness thereof. This process is being gradually replaced by an electronic signing and filing. The reason for this is to safeguard against files / documents being lost. The documents are now in the cloud and easily accessible.
- 2.1.3 Assist with the drafting of the yearly budget and annual fees.
- 2.1.4 All general accounting work will be performed using the software of the Client. This includes, but is not limited to, Pastel Partner and VIP. Unless otherwise agreed upon, the Accountant will use the computer equipment of the Client.
- 2.1.5 The Accountant will, at the end of each week, perform a backup of the Pastel file as finalised. This backup will be stored off-site on the servers of the Accountants.

## **2.2 Monthly finalisation**

- 2.2.1 The Accountant will prepare, considering that all the required information has been received from the client, prepare and submit a detailed financial report, including a Statement of Financial Position (Balance Sheet), Statement of Comprehensive Income (Income Statement) and any other specific report that may be required by the Client.

- 2.2.2 The Accountant will attend the ARC Committee Meeting as arranged by the Client, during which the monthly report will be discussed in detail. Any questions or queries that may be raised during this meeting will be answered by the Accountant during that meeting. In the event where the Accountant is unable to answer these questions due to whatever reason, the Accountant will furnish the answer to these questions, in writing, no later than 3 working days after the meeting has taken place.

### **2.3 Payroll Administration**

- 2.3.1 The Accountant will perform the full duties of Payroll Administrator on behalf of the Client.
- 2.3.2 Once a month, the Accountant will perform a payroll run, based on the information provided by the Client to the Accountant. This will entail the following:
- 2.3.2.1 Calculation of Gross salaries for each individual employee in the event where overtime comes into play.
  - 2.3.2.2 Calculation of the net salaries payable to employees after considering any deductions that may be relevant to that employee.
- 2.3.3 The Accountant will furnish the Client with a list of amounts to be paid prior to the actual payment date as specified by the Client.
- 2.3.4 The Accountant will furnish the Client with confidential salary advises to be distributed to its employees.
- 2.3.5 Bi-Annually, during May and September of each year, the Accountant will calculate and prepare an EMP501 PAYE, UIF and SDL Reconciliation to be submitted to SARS. Together with this reconciliation, the Accountant will also generate the IRP5 certificates to be submitted to SARS. The Accountant will issue these IRP5 certificates to the Client, for distribution to its employees.
- 2.3.6 The Accountant will prepare the annual increase letters for signature by the Client.
- 2.3.7 The Accountant will revise the pension deductions as required by the Client.
- 2.3.8 The Accountant will scrutinise all claims submitted by the Council members for refund and discuss all irregularities.

### **2.4 Preparation, submission and payment of statutory Returns**

- 2.4.1 Bi-Monthly, the Accountant will calculate the VAT amount due to SARS.
- 2.4.2 The Accountant will prepare the necessary documentation and schedules for approval by the Client before submitting the VAT201 return to SARS by the due date as set by the Commissioner.
- 2.4.3 Monthly, the Accountant will calculate the PAYE, UIF and SDL amounts to SARS.

- 2.4.4 The Accountant will prepare the necessary documentation and schedules for approval by the Client before submitting the EMP201 return to SARS by the due date, as set by the Commissioner.
- 2.4.5 Any payments deriving from any of these, or any other statutory returns, will be initiated by the Accountant, for release by the Client. These statutory payments are subject to the terms and Conditions relating to statutory payments as indicated by the Accountant.
- 2.4.6 The Accountant will also complete and submit any other statutory returns that may become due from time to time.

### ***2.5 In-house Training***

- 2.5.1 The Accountant will allow for skills transfer by means of in-house training whilst visiting the client to perform "General Accounting" duties. No formal training sessions are at this stage proposed but could be initiated by means of mutual agreement of fee and expectation.

### ***2.6 Debtors***

- 2.6.1 The Accountant assists with account queries that cannot be resolved by the Client's staff.
- 2.6.2 The Accountant will prepare a list of outstanding debtors in order to send out reminders to the debtors as required by the Act. This list is prepared for input by the Client. The reminders are to be sent out by post and will be done by the Client. The list will be prepared more than once in order to ensure that the outstanding debtors are reminded as required by the act.
- 2.6.3 The Accountant will compile a list of outstanding debtors as required for erasure by Council. Council will be entitled to make changes to the list for final erasure.
- 2.6.4 The debtors that are approved for erasure will be written off by the accountant as part of the finalisation of the financial year.

### ***2.7 Annual Confirmations***

- 2.7.1 At the end of each financial year, the Accountant will request and supply to the client a tax clearance, to indicate to the client that there are no unresolved matters relating to Taxes.

### **3. Annual Financial Statements. Audit and Taxation**

#### ***3.1 Annual Financial statements and Auditing***

- 3.1.1 The Accountant shall, within a period of 4 months after the end of the financial year, commence with the preparation of the financial statements for the year then ended.
- 3.1.2 The Auditor will visit the premises of the client with an ample staff component as determined by the Auditor.
- 3.1.3 The Financial Statements will be drafted, and the audit will be planned, conducted and finalised in a manner prescribed, considering any special requirements that may be relevant to this engagement.
- 3.1.4 The Auditor will discuss these Financial Statements, together with his audit findings with the ARC during the next meeting hosted by the Client, following the finalisation of the engagement.
- 3.1.5 During this meeting, the client will have the opportunity to raise questions, and to document queries and concerns he may have. The Auditor will respond to these queries and / or concerns, in writing, no later than 7 (seven) working days from the date of the meeting.
- 3.1.6 Should it become apparent during the audit that there are weaknesses in the financial control systems as implemented by the client, the Auditor will mention these findings in the management letter to be issued to the client.

#### ***3.2 Annual Taxation Services***

- 3.2.1 Subsequent to the signing of the Annual Financial statements, the Accountant will prepare and submit the annual Income Tax return to SARS, based on these financial statements.
- 3.2.2 Upon receipt of the assessment from SARS, based on this return, the Accountant will validate the correctness of such assessment before communicating the result to the Client.
- 3.2.3 Any payment which may derive from such an assessment will be initiated by the Accountant, for release by the Client.

### **4. Accounting services**

- 4.1 The service provider's period of engagement to provide financial services hereunder shall notwithstanding the date of signature be reviewed annually.

### **5. Invitation**

Accounting/bookkeeping firms are invited to send proposals to the SADTC for consideration. In preparing a proposal, it is emphasised that a profile of the firm together with demonstrated expertise in the form of CVs and certified qualifications should be included.