

Personal income tax returns



Are you petrified of tax time? Take matters into your own hands and see how the professionals do it!

The course outline is as follows:

GENERAL

Who must complete & submit a return?
Documentation that may be required to complete your return.

COMPLETING THE RETURN

Income received items
Salaries & Wages
Service & Fringe Benefits
Allowances
Overtime
Bonuses
Commission Income
Deductions & Contributions
Tax withheld & Employers Contributions
Investment Income
Capital Gain or Loss
Local Business, Trade and Profession (including rental)
Medical
Retirement Annuity and Pension Fund Contributions
Travel Claims
Donations
Home Office Expenses
Company Car
Allowable Accountancy Fees
Statement of Local Assets and Liabilities

Need to reduce staff loans?
We also offer budgeting for salary and wage earners.

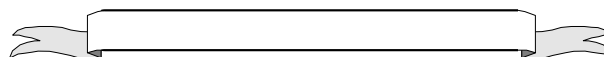


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UPON COMPLETION OF THE MODULE:

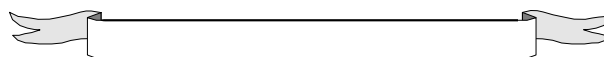
You will receive an FBI certificate in:

- Preparing personal tax return (NQF level 5) AND YOU WILL EARN 10 CREDITS.
- Based on a four hour class and tutorial, followed by revision. The final assessment will be the completion of your own income tax return.



ATTENDANCE CERTIFICATE

In terms of the requirements set out, you will receive a credit bearing attendance certificate if you satisfactorily attend the class and practical session of the module, and satisfactorily perform the learning tasks assigned.



THE FBI VISION & MISSION:

Vision

To be a superlative business academy of learning designed for success, synonymous with quality and actively contributing towards building a financially nurtured and enlightened new South Africa.

Mission

Our mission is to provide a relaxed, enjoyable learning environment to highly motivated individuals who have a burning desire to succeed. The best way to learn is to learn without knowing that you are learning. Our philosophy of learning through doing will equip students to advance in the field of entrepreneurship, through energy, passion and a desire for lifelong learning. Our belief is that learning is a continuous, expanding process and we support and encourage the pursuit of personal and intellectual growth. Real life examples, innovative teaching and learning techniques will equip students with the practical knowledge needed to succeed.



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Personal income tax returns

Do you or your staff require personal income tax returns training or literacy?
If the answer is yes to any of the questions below, chances are you do.

Did you know that SARS will now instruct your employer to deduct any penalties and outstanding tax monthly from your salary?

- YES
 NO
 Not sure

Do you know how to complete your tax return in a tax efficient manner?

- YES
 NO
 Not sure

Do you know what you can deduct from your taxable income in calculating tax due?

- YES
 NO
 Not sure

Do you feel you or your staff may benefit from increasing their financial I.Q.?

- YES
 NO
 Not sure

Comments or questions:

Name _____

Address _____

Phone and Email _____

Fundamental Basic Instruction



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Instruction CC**

ACCREDITATION NUMBER: 585/01136/10
ACCREDITED AS A DELIVERY AND ASSESSMENT SITE FOR
THE FOLLOWING UNIT STANDARDS (S) LISTED BELOW

Unit Standard Title	NQF Level	Credits
Draft financial statements	5	10
Contribute to the planning and allocation of resources within an accounting framework	5	10
Use the computer as a business tool in an accounting environment	7	8
Record, analyze and prepare cost information	5	10
Prepare financial reports and returns	5	8
Work with information technology in an accounting environment	5	6
Make and record payments	5	8
Recognize, measure, classify and record financial and non-financial data	7	8
Record income and receipts	5	10
Prepare financial reports for different forms of entity	6	16
Prepare ledger balances and an initial trial balance	5	10
Apply provisions relating to the concept of tax avoidance	6	8
Determine and calculate Input Tax	6	12
Determine and apply the concepts of Value-Added Tax	6	14
Comply with Value Added Tax administration	6	6
Determine decisions under risk and uncertainty as they relate to risk assessment and techniques for assessing risk	7	10
Determine dividend decisions	7	8
Prepare business tax returns	5	12
Calculate Output Tax	6	12
Prepare personal tax returns	5	10
Participate in organizational strategy management from a financial management perspective	6	12
Calculate the taxation of companies	6	16
Advise on working capital policy and management	6	8
Prepare and analyze financial reports for different types of business entities	6	16

Evaluate and advise on the cost of capital	7	12
Evaluate current and proposed activities in an accounting environment	5	10
Identify and calculate the Value Added Tax adjustments	6	8
Apply and evaluate the function of financial management as it related to the objective of the firm, strategic financial management and financial statement analysis	7	8
Apply and provide advice on the evaluation of a business entity	7	8
Operate a cash management and credit control system	5	10
Calculate employee's tax and provisional tax	6	10
Manage accounting systems	5	10
Build teams to meet set goals and objectives	5	3
Plan, organise, implement and control record-keeping systems	5	4
Record business financial transactions	4	5
Take on a business` debtor's book in full	4	12
Apply concepts and principles of business ethics in the professional environment	6	5
Apply the budget function in a business unit	4	5
Demonstrate a basic understanding of the role of a business strategy in managing a small business or a business unit	4	5
Calculate tax payable by a small business	4	6
Evaluate companies based on their financial statements	6	15
Demonstrate an understanding of the use of micro- and macro-economic indicators as forecasting and planning tools within the financial markets	6	18
Achieve personal effectiveness in business environment	4	6
Present information in report format	4	6
Apply innovative thinking to the development of a small business	4	4
Produce spreadsheets using accounting related information technology	5	8
Prepare financial statement analysis	6	8
Determine the cost of capital	6	10
Complete PAYE documents	4	7
Perform Value Added Tax Calculations and Complete Returns	4	5
Cost and price a product	4	6
Interpret and apply the laws and procedures related to value-added tax	6	8
Supply costing information for management control	5	8
Achieve personal effectiveness in an accounting environment	5	8
Maintain financial records and prepare general ledger accounts	5	12

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**SETA FOR FINANCE,
ACCOUNTING,
MANAGEMENT
CONSULTING AND
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SERVICES**



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Making the future count

**Our philosophy
of learning
through
doing...**

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