



# **KURLAND ACCOUNTING SERVICES**

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## COMPANY PROFILE

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## **WHAT WE DO**

We provide high-quality professional services to meet broad range client needs.

## **OUR MISSION**

Through alliances with other financial- and forensic accounting firms, law firms and highly skilled individuals (each an expert in his/her field), our mission is to provide a comprehensive, professional service to all our clients.

## **WHY KURLAND ACCOUNTING SERVICES**

We are *qualified* to provide the listed services. We give personal attention to each client and our fees are very competitive in the market.

## **BENEFITS TO OUR CLIENTS**

You benefit by outsourcing your monthly accounting, auditing, BBBEE, legal and forensic services to us. How?

### **We save you money:**

- ♦ You don't have to buy expensive accounting software
  - We use the latest Pastel Accounting software to process your transactions
- ♦ You don't have to pay a permanent employee
  - You don't only save the salary, but all the other additional costs such as UIF, SDL, WCA, profit share, vacation time, furniture, computer, etc.
  - You don't have to settle for low skills levels or imperfect matches
  - You don't have to find, interview or relocate workers
  - You save by needing less office space
- ♦ You get professional results, first time
- ♦ You save on audit fees
  - Due to our membership with SAIPA, we are authorized to perform Independent Reviews and Audits for SME's, issue an Accounting Officer Report and sign off the financial statements
- ♦ You don't have to spend any money on training costs of staff

### **We save you time:**

- ♦ You don't have to worry about monthly accounts, payroll and all the statutory returns that have to be submitted by a certain date, leaving you with more time to do other things
- ♦ By providing you with a range of expert services, you don't have to spend time looking for the right person to perform one service, and other person to perform another service. We do it all – under one roof!

**Other benefits:**

- ♦ Access to expertise in multiple fields
- ♦ Achieving high level of accuracy due to knowledge and dedication
- ♦ Fraud check of all transactions
- ♦ Reduced workload of current employees
- ♦ Gained independence
- ♦ Greater internal flexibility
- ♦ Increased focus on core business
- ♦ No supervision required

**WHY DO YOU NEED AN ACCOUNTANT AT ALL?**

The risks for businesses operating without a qualified accountant are extremely high.

Firstly, the accounting records may not be up to date, causing delays in the submission of statutory returns (such as VAT, PAYE, Income Tax) which will incur heavy penalties and interest. Secondly, the accounting records may be incorrect, leaving management exposed to making the wrong decision based on wrong information. Statutory returns will be completed based on the wrong information.

The risk of fraud is also very high. Qualified accountants have the knowledge to detect fraudulent activities through variance analysis and will alert management of such activities.

Qualified accountants, looking at past trends, may notice possible problems within the operation. If management is made aware of the problem, they can institute preventative measures to avoid future losses. Qualified accountants are required to keep up to date with the latest accounting policies.

If the business does not employ an accountant, it stands the risk of incorrect reporting, leaving it vulnerable to heavy penalties and interest charges. In addition, the company may be audited by the South African Revenue Services (SARS). That is why it is so important for any business to get the *best* accountant they can afford. Companies do not see the value-added service the accounting department provides. Yet, it is the most important department of the business! Incorrect accounting records and fraud can ruin any business, regardless of its size.

## **WHAT IS A FORENSIC ACCOUNTANT?**

The word *forensic* means *suitable for use in a court of law*. The forensic accountant makes use of accounting, auditing, and investigative skills to assist in legal matters. They are often called *bloodhounds* and have the necessary skills to resolve fraud allegations from inception to disposition.

Forensic accountants have in-depth knowledge of financial statements and the ability to critically analyse them to uncover abnormal patterns in the accounting information. They have a thorough understanding of fraud schemes such as corruption, asset misappropriations, money laundering, etc. They have the ability to understand the internal control systems of corporations as well as develop new control systems that assesses risks within the corporation as part of a fraud prevention strategy. Forensic accountants also have knowledge of psychology in order to understand the impulses behind criminal behaviour. They have good interpersonal and communication skills which help to conduct interviews and obtain crucially needed information during an investigation. Forensic accountants have thorough knowledge of corporate governance policies and laws, as well as criminal and civil law.

## **WHY WOULD A COMPANY MAKE USE OF A FORENSIC ACCOUNTANT?**

Any organisation can benefit from forensic accounting, from a thriving corporate to a small to-medium sized enterprise. Generally, there are two main reasons that would call for the services of Forensic Accountants:

- ♦ A company acknowledges that they have problems with fraud and/or misconduct;  
or
- ♦ They do not know and are at risk of an ambush; hence, a company could decide to develop and implement fraud prevention plans.

## **THE ROLE OF FORENSIC ACCOUNTANTS IN DIVORCE ENGAGEMENTS**

Through an examination of financial records, a Forensic Accountant plays a vital role in uncovering hidden or transferred assets and income that directly influence both support and fair distribution.

Forensic Accountants are uniquely qualified for this role because of their knowledge and experience in financial document analysis, accounting principles and auditing techniques.

## **HOW DO COMPANIES BENEFIT FROM RETAINING FORENSIC ACCOUNTANTS?**

Companies benefit from the use of a forensic accountant because of their special training and experience in rooting out possible criminal activities. The aim of a forensic accountant is to quantify the amount of damage or loss suffered in a legal dispute. They

can also assist in solving disputes before they reach the courtroom. If the dispute does reach the courtroom the forensic accountant can provide expert testimony on a company's behalf. Simply put, forensic accountants save companies time, money and effort.

Forensic accounting is becoming a cornerstone in safeguarding corporate assets and business interests in an ever changing environment. The forensic accountant has expertise in designing and implementing effective internal controls to prevent fraud and financial misconduct.

## **MEET THE OWNER, HELENA KURLAND**

Helena holds a Masters degree in Forensic Accountancy from the North West University. She also obtained the B.Compt and B.Compt Honours degrees from UNISA, and has completed SAICA articles. She has more than 19 years experience in accounting, external and internal auditing, and more than 4 years forensic audit and forensic investigation experience.

Mrs Kurland holds membership of four professional associations in South Africa namely:

- ♦ The South African Institute of Public Accountants (SAIPA) (Full member),
- ♦ The Institute for Internal Auditors (IIA SA) (Full member),
- ♦ The Association for Certified Fraud Examiners (ACFE SA) (Associate member) and
- ♦ The Private Security Industry Regulatory Authority (PSIRA) (Level A).

She is a Professional Accountant (SA) as well as a registered tax practitioner with the South African Revenue Services (SARS).

She started her career as a bookkeeper at Head Office level of Saffer & Co and managed the accounts of four (4) branches. Mrs Kurland later moved to the Rolling Stock Division of Dorbyl Limited where she managed the full accounting function. In 1999 she started her articles and completed it at Octagon in 2003. She became audit manager and managed the large group company audits.

Helena prepared monthly management accounts, including ratio analysis, for many clients. She prepared and processed the (monthly) correcting journal entries as well as the final year end journal entries raised during the audits. Helena prepared annual financial statements according to GAAP/IFRS for all audit clients.

Mrs Kurland pioneered the Internal Control Reviews for various clients and obtained in-depth knowledge of internal control reviews during this time. She developed internal audit programs and procedures through the identification of risk areas within corporations, and executed the internal audit assignments. She prepared comprehensive reports for management after every assignment. Helena followed up on the implementation of corrective action and where needed, assisted management with the implementation thereof.

She was seconded by Octagon Chartered Accountants to a forensic investigation firm (at the time an audit client of Octagon) where she obtained valuable practical

experience in, inter alia, forensic investigations, forensic audits, expert witnessing and employee profiling.

During this time she got involved in a large-scale investigation at the Department of Minerals and Energy. She acted as an expert witness during the disciplinary hearing, resulting in the employee being dismissed.

On her return to Octagon, Mrs Kurland started up Octagon Forensic Accounting. As managing director, she was responsible for the marketing, client liaison, administration and investigations.

She was, *inter alia*, involved in an investigation at the Auditor General South Africa regarding possible tender irregularities, as well as an investigation at Northam Platinum Limited concerning possible land claims by (indirectly) affected parties. Helena wrote an Accounting Policies and Procedures Manual for the Hatfield VW group, and acted as Assistant Manager on behalf of the Auditor General during the statutory audit of Transport Seta (TETA).

As director at Dawn Advisory Services, she was yet again responsible for the marketing, administration and investigations of the new Forensic Services division. She also wrote a Standard Operating Procedure Manual and a Monitoring and Evaluation Policy for the CIDB.

Helena started Kurland Accounting Services in June 2012. During 2012 she was involved in a fraud investigation at one of the country's biggest security firms. In addition, she also completed an investigation for a private diamond mine in the North West Province. She also conducted various accounting projects for small to large entities.

## **SERVICES OFFERED BY KURLAND ACCOUNTING SERVICES**

Kurland Accounting Services offer the following services to its clients:

<b>ACCOUNTING</b>	<b>PAYROLL</b>	<b>TAX</b>
Processing of financial data using Pastel Accounting	Monthly payroll using Pastel Payroll	Preparation and submission of company tax returns
Reconciliations of income statement and balance sheet accounts	Individual payslips	Preparation and submission of provisional tax returns
Preparation of comprehensive management accounts,	Preparation and submission of monthly EMP201 returns	Preparation and submission of personal income tax returns

including variance analysis		
Preparation of annual financial statements including a Report to Management	Producing year end IRP5 and 1T3a certificates	Tax clearance certificates: Good standing/Tenders and Emigration from South Africa
Monthly VAT calculations including preparation and submission of monthly VAT201 returns	Biannual submission of EMP501 recon to SARS	
Preparation and maintenance of fixed asset registers		
Supervision of a client's own bookkeeping staff, and the preparation of management reports and other financial management functions		
Provide assistance to a client's accountant as an alternative to the client employing additional staff		

<b>AUDITS</b>	<b>LEGAL</b>	<b>BBBEE</b>	<b>FORENSICS</b>
Independent Review Engagements (up to PIS 350)	Independent chairperson	Collation of documents for annual BEE verification audit	Forensic Audits
Internal audits	Preparation of company policies	Verification audits for EME's	Fraud risk reviews
Internal control reviews	Preparation and submission of PAIA Manuals according	Issue BEE certificates for EME's	Preparation of Fraud Prevention



	to the Promotion of Access to Information Act		Policies
Preparation of financial year-end audit files	Preparation of Employment contracts		Consulting
Assistance with external auditors	Initiator for disciplinary hearings		Litigation support
Due Diligence audits			

## CONTACT US

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