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## **An Introduction to M & O Buth Consulting**

M & O Buth Consulting is a company that was established in 2012 to provide consulting services to companies in need of the following services:

### *Financial Service*

- Financial Management
- Financial Plan, Budgeting and Forecasting
- Coordination of audits and interfacing with auditors
- Payroll
- Supply Chain

### *Regulatory Compliance and Tax*

- Compliance with South African Revenue Service
- Compliance with Companies and Intellectual Property Commission
- Compliance with Department of Labour
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### *Project Management Services*

- Project leader for SETA projects
- Contract Management

### *Monitoring and Evaluation*

- Monitoring the implementation of programmes and supporting the company goals and objectives
- Evaluating the success of the implementation and the supporting of the company goals and objectives

## **M & O BUTH's Mission**

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## CORE BUSINESS ACTIVITIES

- **Facilitation**
  - Introduction to the Building of Life Skills Programme
- **Payroll**
  - Assist with timesheets through Excel and Pastel for wages and salaries
  - Enter salary and wage date accurately.
  - Ensure statutory deductions are allocated correctly.
  - Release payments timeously
  - Ensure benefits are paid correctly and deducted correctly
  - Ensure each staff member's file is correct with all relevant staff details
  - Ensure leave is captured correctly
  - Payroll processing
  - Half Year reconciliation and submissions
  - Year End reconciliation and submissions
  - IRP5s
  - UIF registration with Dept of Labour
  - Application for TERS UIF at Department of Labour
- **Tax Practitioner**
  - IT, PAYE/UIF/SDL, VAT, registrations and returns.
  - Tax Compliance Status
  - Ad hoc Tax queries
  - Objections and Appeals
  - Import and Export registrations
- **CIPC Transactions**
  - Company registrations
  - Annual returns
  - Reinstating of deregistered Companies
  - Company and CC changes
  - CSD Registrations
- **Financial Management**
  - General ledger
  - Reconciliations
  - Financial Management
  - Reporting
  - Support
  - Ad Hoc
- **Supply Chain**

M & O Buth is skilled in assisting companies to procure consumables such as stationery and food items. Supporting of BBBEE through the preferential procurement of products and enterprise development.
- **Secretariat**

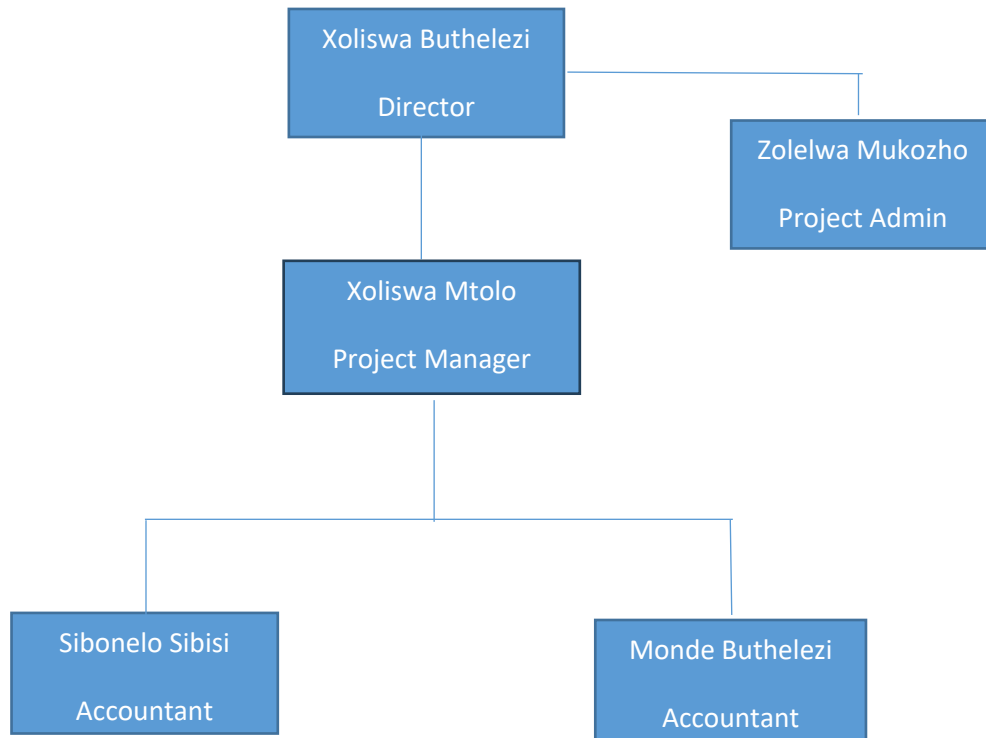
SETA PROGRAMMES SUPPORT	YEAR
<b>FP&amp;M SETA – Independent Sector Skills Advisor</b>	<b>2022-2023</b>
<ul style="list-style-type: none"> <li>WSP/ATR Submissions – Mandatory Grants</li> <li>Monitoring and Evaluations of Discretionary Grant Projects</li> </ul>	
<b>FASSET – Project Management and Evaluation of Discretionary Grants</b>	<b>2021</b>
<b>SASSETA: Project Management and Evaluation of Discretionary Grants</b>	<b>2019</b>
<b>CATHSSETA: Sub-Contractor to Tenox Management Consultancy Inc</b>	<b>2016 - 2020</b>
<ul style="list-style-type: none"> <li>Project Management</li> <li>Evaluation of Discretionary, Mandatory Grants and Special projects</li> <li>Contract Management - Contracts from 2013/14- 2015/16, ensuring alignment with the SETA policies</li> <li>Liaising with the legal advisory company regarding all the projects that were up for litigation</li> <li>Support the administration of Industry Funded Learning Projects</li> </ul>	

CORE BUSINESS ACTIVITY	YEAR
<b>MTS Ancillary Health Care Services</b> - Reconciliation of Annual Payroll in preparation of EMP 501 and IRP5 Submissions	<b>2022 - 2023</b>
<b>Department of Public Works</b> - As a professional I assisted Department of Public Works with the facilitation of <b>Introduction to the Building Lifeskills programme</b>	<b>2021</b>
<b>MDG Group</b> - Financial Services, Tax Related issues, Regulatory Compliance and HR services.	<b>2021 - Present</b>
<b>Emmanuel Freight Service:</b> Financial Services, Tax Related issues, Regulatory Compliance and HR services.	<b>2015 - Present</b>
<b>TNT Consulting:</b> Tax Related Issues	<b>2014 - 2018</b>
<b>Nabane SA CC:</b> Payroll and regulatory compliance	<b>2014 - Present</b>
<b>Vezianga Enterprises:</b> Financial Services, Tax Related issues, Regulatory Compliance and HR services.	<b>2012 - 2019</b>
<b>Casterbridge</b> : Financial Services, Tax Related issues, Regulatory Compliance and HR services. Also involved in stakeholder management	<b>2014 - 2015</b>
<b>Business Intelleg:</b> Financial Services, Tax Related issues, Regulatory Compliance. Stakeholder management	<b>2013 - Present</b>

M & O Both, providing strategic consulting services to companies, depends largely on the experience and professionalism of its core team listed below:

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## ORGANOGRAM



## M & O Buth Consulting: Summary Profile

### Introduction

M & O Buth Consulting, founded in 2012, is a leading provider of consulting services specializing in Financial Services, Regulatory Compliance and Tax, Project Management, and Monitoring and Evaluation. Our mission is to enhance our clients' operational efficiency and compliance, fostering sustainable growth and success.

### Core Services

**Financial Services:** We offer comprehensive financial management, planning, budgeting, forecasting, audit coordination, payroll services, and supply chain management.



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**Regulatory Compliance and Tax:** Our services include ensuring compliance with the South African Revenue Service, Companies and Intellectual Property Commission, and Department of Labour. We also handle IT, PAYE/UIF/SDL, VAT registrations and returns, tax compliance, and other tax-related queries and appeals.

**Project Management:** We provide project leadership for SETA projects and contract management, ensuring that projects are completed on time and within budget.

**Monitoring and Evaluation:** Our team monitors the implementation of programmes and evaluates their success, ensuring alignment with company goals and objectives.

### **Additional Services**

We also offer facilitation, secretariat services, and assistance with procuring consumables. We support BBBEE through preferential procurement and enterprise development.

### **Our Team**

M & O Buth Consulting's success is driven by the experience and professionalism of our core team, dedicated to delivering exceptional service and strategic solutions to our clients.

### **Contact Information**

**Phone:** [Your Contact Number]

**Email:** [Your Email Address]

**Address:** [Your Physical Address]

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M & O Buth Consulting is committed to partnering with businesses to navigate the complexities of modern management and achieve operational excellence.