

NEWSLETTER

SEPTEMBER 25

ISSUE #1

“ WE AINT YOUR
AVERAGE
ACCOUNTANTS

BUSINESS CONTINUITY AND SUPPORT

We have been in business long enough to know that unplanned bad things can happen. At **Accounting Intelligence**, we *aint* ignoring these facts of life... no matter what happens.



WE HAVE A PLAN ... DO YOU?

HAVE YOU THOUGHT ABOUT CONTINUITY IN YOUR BUSINESS?

HOW PREPARED IS YOUR BUSINESS TO HANDLE THE **LOSS OF A KEY PERSON**?

DO YOU HAVE A **LETTER OF WISHES** FOR YOUR FAMILY TRUST?

DO YOU HAVE A **WILL**?



DID YOU KNOW

All documentation in connection with the **administration of your Trust**, needs to be kept from creation until 5 years after the Trust has dissolved.

Please engage with us regarding **Business Continuity Management..**

WE HOPE THIS LETTER BRINGS YOU SOME COMFORT.

WE AINT A BUNCH OF ACCOUNTANTS WITHOUT A PLAN!

We have...

-  ... invested in software, firmware and backup systems to keep **your data** and ours **safe and secure**,
-  ... invested in **safekeeping facilities** to protect your and our paper documents,
-  ... followed **proper document retention** procedures,
-  ... **standard operating procedures** and documentation standards to ensure a clear audit trail for all work done for your family and business, so any staff member can assist you,
-  ... employed several **professionally qualified staff** to ensure business continuity and uninterrupted service to you,
-  ... **invested in our people** to ensure the well-being of our team and their families. We also provide ongoing training and professional development, so you always work with well-rounded professionals.

NUUSBRIEF

SEPTEMBER 25

UITGAWE #1

“ WE AINT YOUR
AVERAGE
ACCOUNTANTS

BESIGHEIDSKONTINUITEIT & ONDERSTEUNING

Ons is al lank genoeg in besigheid om te weet dat onverwagte slegte dinge kan gebeur. By **Accounting Intelligence** ignoreer ons nie hierdie realiteit van die lewe nie... maak nie saak wat gebeur nie.



ONS HET 'N PLAN - HET JY?

HET JY AL GEDINK AAN KONTINUITEIT IN JOU BESIGHEID?

SAL JOU BESIGHEID DIE **VERLIES VAN 'N SLEUTEL PERSOON** KAN HANTEER?

HET JY 'N **WENSEBRIEF** IN PLEK VIR JOU FAMILIETRUST?

HET JY 'N **TESTAMENT**?



HET JY GEWEET?

Alle dokumentasie wat verband hou met die **administrasie van jou Trust** moet vanaf die ontstaan daarvan gehou word tot **vyf** jaar ná die ontbinding van die Trust.

Skakel ons gerus oor
**Besigheidskontinuiteits-
bestuur**

WEES GERUS DAT ONS
KONTINUITEIT
SEKERHEID BIED.

“WE AINT A BUNCH OF
ACCOUNTANTS WITHOUT
A PLAN!”

Ons het...

 ... belê in sagteware, hardeware en rugsteunstelsels om jou en ons **data te beskerm**,

 ... belê in 'n **veilige bergingsfasiliteit** om jou en ons dokumente te beskerm,

 ... het behoorlike prosedures in plek vir **dokumentbewaring**,

 ... **standaard operasionele prosedures** en standarde in plek om 'n duidelike ouditspoor te verseker vir al die werk wat ons vir jou familie en besigheid doen, sodat enige personeellid jou kan help,

 ... verskeie **professioneel gekwalifiseerde werknemers** in diens om besigheidskontinuiteit en ononderbroke diens aan jou te verseker,

 ... belê in ons mense om die **welstand van ons span en hul families te verseker**. Ons bied ook deurlopende opleiding en professionele ontwikkeling aan, sodat jy altyd saam met goed afgeronde professionele persone werk.