



Dear Sir or Madam,

The Southern African – German Chamber of Commerce and Industry and Women in Finance, together with Viljoen Consulting C.C. can give you the solutions to many of the challenging procedures of starting and running a new business.

Come and join us at the workshop entitled **“A basic practical guide to starting a business.”**

The workshop deals with the everyday issues that arise when starting a new business. Here you will learn how to save time and energy as well as money. Time that you do not have to spend time in queue's trying to get the correct documentation, doing research on the internet, or trying to find out what you have to do and where you have to go in order to do it.

The workshop begins with an introduction of the difference various classes of entities such as a Sole Proprietor, Close Corporation and a Company and how to register each of these.

Thereafter we focus on the following main titles, with their respective sub-titles as listed below:

A. Accounting Records & General

1. Contracts between you and the client
2. Contracts between you and a partner
3. Written Procedures
4. Archiving
5. Accounting
6. Staffing
7. Asset Register
8. E-mail Addresses/Internet Domains/Cell phone/Voice mail
9. Insurance
10. Software
11. VAT compliance and supplier procurement
12. BEE compliance and supplier procurement

B. Bank Accounts

C. Receipts and Banking

D. Cheque Payments and/or Internet Payments

1. Cheque Preparation
2. Cheque Signing

E. Invoices

- F. Credit Notes
- G. Bank Reconciliations
- H. Petty Cash
- I. Control of Numbered Stationary
- J. Computerised Accounting
  - 1. Data Capture
  - 2. Security over data access
  - 3. Back ups
- K. Staff & HR Issues
- L. Security/Safety
- M. Money Laundering
- N. Filing
- O. Stock Control

Please remember that the workshop is a "living" document, that will be changed from time to time, updated and expanded upon as and when new information comes to light and/or when legislation changes.

Date: Wednesday, 10<sup>th</sup> of March 2010

Venue: Boardroom  
at the SA-German Chamber of Commerce and Industry  
47 Oxford Road (Entrance Waltham Road)  
Forest Town  
2193  
Johannesburg

Cost: R850.00 (includes breakfast/lunch/refreshments and course material, exclusive of VAT)

Time: 09.30 to 3.00 pm. (Registration from 09.00 onwards). Please allow additional travelling time to combat traffic.

RSVP: no later than 07<sup>th</sup> March 2010. Space is limited therefore bookings will be accepted on a first come first serve basis.

Please contact:

Women in Finance delegates, please contact Ms. Colleen Larsen via,  
e-mail: [colleen@womeninfinance.co.za](mailto:colleen@womeninfinance.co.za) or telephonically: +27 (0)84 353 9865.

SA-German Chamber delegates, please contact Mr. Shaan Padayachy via,  
e-mail: [spadayachy@germanchamber.co.za](mailto:spadayachy@germanchamber.co.za) or telephonically:+27(0)11 486 2775.

Everyone else please contact Ms. Nikki Viljoen for booking details via,  
e-mail [nikki@viljoenconsulting.co.za](mailto:nikki@viljoenconsulting.co.za) or telephonically: +27 (0)83 702 8849

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### Keeping You Compliant

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A Member of Women In Finance - [www.womeninfinance.co.za](http://www.womeninfinance.co.za)  
Contributor to Woman Inc - [www.womaninc.co.za](http://www.womaninc.co.za)  
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"If I want your opinion, I'll give it to you"

"Lead, Follow or get out of the Way!"