

Business Profile

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Your Partner in Viable Business Solutions

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ABOUT US

Our firm is a 100% black owned firm of Auditors, Accountants and Business Advisors specialising in a range of Assurance, business advisory and management services. HTB Consulting was established in 2007 by Thembela Mzolo and Hlonelwa Zantsi as members. The firm is 50% woman owned and this is in line with our long-term equity aspirations. We are also a level one (1) BBBEE contributor as a result of our involvement in uplifting socio-economic development initiatives and environmental conservation.

HTB is led by Thembela Mzolo as Chief Executive Officer, and seasoned Auditor and Accountant with vast leadership, strategic and technical experience to guide the strategic direction of the firm.

OUR VISION

To be one of the preferred Audit, Accounting and Business Advisory consulting firms in South Africa.

OUR MISSION

To provide seamless and value-adding Audit, Accounting and Business Advisory Services that exceed client expectations.

STRATEGIC OBJECTIVES

In order to pursue and achieve our vision, we have set the following measurable strategic objectives:

- To penetrate the market and claim a sustainable market share.
- To provide value-adding Accounting, Audit and Business Advisory solutions that exceed client expectations.
- To maximise profitability and going concern sustainability.
- To ensure continuous knowledge through research and development

OUR VALUES

Our core values which define our behavioural patterns are as follows:

<i>Integrity and honesty</i>	We will always do business with utmost integrity and honesty.
<i>Courtesy</i>	We will ensure that we service our clients with courtesy.
<i>Excellence</i>	We will ensure that we render our service with excellence.
<i>Independence and Objectivity</i>	We will always be independent and objective in rendering assurance services to our clients.
<i>Confidentiality</i>	We will handle client information with utmost confidentiality
<i>Professionalism and diligence</i>	We will continuously endeavor to demonstrate professionalism and diligence in all our client engagements.

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Prudence

We will always be prudent in our dealings and decisions with our clients' engagements.

Knowledge and development

We will strive for continuous research and development to enhance our business knowledge and that of our client.

OUR EXPERIENCE

As a firm of Auditors, Accountants and Business advisors we are very well experienced in the following professional fields:

- Auditing, Accounting and Tax
- Internal auditing
- Corporate governance
- Strategy development and facilitation
- Enterprise-Wise Risk Management
- Policy Review and Development
- Training and Development
- Performance Management and Information audit
- Project management
- ICT software development
- Revenue enhancement strategies

OUR SERVICE OFFERING

Our service offering is categorised into three main service areas as shown below:



We continuously engage in research for better and more value-adding solutions to exceed the expectations of our clients. Our goal is to ensure that our services are offered with competent, skilful and qualified staff who understand our strategy as a firm, the business of our clients and respond promptly to client needs.

1) Enterprise-Wide Risk Management and Internal Audit Services

Enterprise-Wide Risk Management

Our Enterprise-wide Risk Management Methodology and approach is based on the COSO framework and assists organisations with the following:

- Creating a culture of risk consciousness within the organisation.
- Linking strategic risks to strategic business objectives.
- Managing and reporting on risks efficiently.
- Avoiding surprises in regard to risks facing the organisation whilst maximising stakeholder value.
- Assisting management with risk monitoring through internal audit.

Our services in this regard comprise of:

- Enterprise-wide risk assessments
- Operational risk assessments
- Fraud risk assessments
- Project risk assessments
- ICT risk assessments
- Process risk assessments

We have invested in **CURA RISK MANAGEMENT** which is a globally recognised risk management software that ensures practical implementation of the ERM COSO framework. CURA is used in conjunction with the **PARTICIPATE VOTING SOFTWARE** which ensures anonymous voting on risks and controls during risk assessment workshops.

2) Internal Audit Services

Outsourced internal audit services

Our outsourced internal audit function provides our clients with value-adding assurance and consulting internal audit services that assist organisations achieve their strategies and comply with relevant regulatory requirements.

Co-sourced internal audit services

We assist our clients in ensuring that the internal audit infrastructure is in place and that internal capacity is developed and sustained.

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As HTB consulting we pride ourselves with the following strengths which you can leverage from our risk assurance and consulting services:

- Excellent interaction and maintenance of relationships with **management, board members, operational staff** etc.
- Readily available and competent staff.
- Ability to meet timeframes.
- Sound technical knowledge and expertise in internal auditing.

3) Accounting and Tax Division

Financial information and financial governance has become an integral part of management decision making and business growth. Our accounting and tax division focuses on small, medium and large business enterprises and is aimed at assisting with reliable financial records, effective accounting systems and financial management, book-keeping training, compliance with tax related matters, etc.

We can assist you with the adequacy and efficiency assessment of your accounting systems, financial management policies and procedures and reporting mechanisms in your organisation by providing you with the following services:

Compliance Services

a) Book Keeping & Accounting:

- Monthly Management Accounts.
- Payroll Administration.
- Monthly and Annual Financial Statements.
- Preparation of Accounting Audit Files for Auditors.

b) Statutory Registrations and SARS Returns

- VAT 201.
- VAT Recoveries.
- EMP 201 – PAYE, UIF & SDL
- EMP 501 Bi-annual reconciliation, IRP5s
- CIPC annual duty/returns.
- Income Tax – Companies, Close Corporations & Individuals.
- Tax Clearance Certificates.

c) Business Registrations

- Company Registrations
- Company and Close Corporation CIPC Services

Business Consulting Services

- Financial Policies and Procedures.
- Business Financial Analysis.
- Tax Consulting & Advice.

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- GRAP Conversions
- Agreed upon services (ISRS 4400) e.g.
 - Turnover Verifications
 - Cash Flow Investigations, etc

Value-Add Services

- Starting a business (Start-up diagnosis – how ready are you?)
- Growing a business (Strategy & Resource diagnosis – Funding Requirements?)
- Financial Plans (plan growth of your business.
- Business Plans, Budgeting and Cash Projections.

4) Business Advisory

Our business advisory division provides a wide-range of business solutions to our clients. This division comprises of specialist services such as:

- Strategy and operational plan facilitation
- Performance management
- Policy development and review
- Training
- Revenue Enhancement Strategies
- Regulatory compliance assessments
- ICT business solutions
- Business Continuity Services
- Compliance universe services

CURRENT CLIENTELE

Our target market and current client base comprises the public and private sectors, and we are currently servicing the following clients in Eastern Cape and KwaZulu-Natal provinces:

Provincial departments
Municipalities
Public Entities
Private & Public companies

(a detailed list of our clients is available when requested)

SOCIAL RESPONSIBILITY PROGRAMMES

1) Student Internship programme

As a firm we are conscious and appreciate the environment within which we operate our business, and to this end we have implemented an internship programme for new graduates. In this programme we appoint graduate for a year and provide them with intense training and exposure in various areas of our business.

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The programme has been a resounding success since its inception on 2009, as all of these students secure employment in large companies and departments immediately after completing the programme. To date we have enrolled more than fifteen (15) students.

2) Student Bursary Assistance Programme

We are currently assisting needy and capable students with study bursaries that include tuition fees, study material, food and transport allowance. To date we have assisted more than ten (10) students.

3) Donations to NGOs and Churches

We are currently assisting the following organisations with donations:

- Football club in Umzimkhulu
- Old age home in Umzimkhulu
- A church in Umzimkhulu

BUSINESS CONCEPT

Our approach is based on the "Business Partnership" concept, whereby our team and your management share responsibility for achieving goals set by the organisation. This enables us to build strong and lasting relationships with our clients.

SUMMARISED CLIENT REFERENCE LIST

Client	Nature of Engagement	Contact person	Contact number	Contract Value ZAR
1. Emalahleni Municipality 2013/14	Collation of PoEs Facilitation of Hod Evaluations	Dr M Vatala	047 – 878 5601	550 000.00
2. Engcobo Municipality 2013/14/15 (clean audit on PMS in 2014/15)	Performance Management Support (Review of the SBIDP, cascading of PMS etc) Facilitation of Hod Evaluations Facilitation of Strategy Sessions 2013/14/15	Mr S Mahlasela	047 – 548 5601	1, 950 000.00

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3.	Amathole District Municipality (clean audit 2011/12/13)	Strategy Facilitation Performance Information Audit Readiness	N Majolobe	043 – 701 4000	550 000.00
4.	Ngqushwa Municipality	Strategy Facilitation – 2011-12 financial year Strategy Facilitation – 2013/14 (current)	V Mbityo	040-673 3095	130 000.00
5.	Sakhisizwe Municipality	Strategy Facilitation – 2013/14 (current)	Mr Mdyosi	047 877 5200	94 000.00
6.	KwaSani Municipality 2013/14	Strategy Facilitation – 2013-14 financial year Refinement and alignment of Organisational Scorecard/SDBIP to the IDP	N James	033 – 702 1060	370 000.00
7.	Harry Gwala District Municipality (clean audit 2013/14)	Performance Management Support (Refinement of SDBIPs, etc)	Mr M Mkhathu	039 – 834 8700	891 000.00
8.	Ubuhlebezwe Municipality (clean audit 2012/13)	Performance Information Audit Readiness - 2011/12 Quality Review of 2012/13 scorecard	Mr GS Sineke	039 – 834 7700	400 000.00
9.	Umzimkhulu municipality (clean audit 2012/13)	Strategy Facilitation. Departmental SDBIPs – 2015-16 financial year	Mr Z Sikhosana	039 – 259 5000	R1,500 000

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		Facilitation of Hod Evaluations PMS Support			
10	Blue Crane Municipality (Unqualified opinion 2013/14)	Performance Management Support (Review of the SBIDP and PoEs, etc)	Mr Thabiso Klaas	042 – 243 6405	440 000.00
11	Nqgushwa Municipality	SDBIP development – 2013/14 financial year Cascading of PMS	V Mbityo	040 – 673 3095	461 500.00
12	Amahlathi Municipality	Development of 2011/12 SDBIPs		043 – 683 5000	160 000.00
		Development of the annual report	Thembela Bacela	043 – 683 5000	250 000.00

HTB CONSULTING MANAGEMENT ORGANISATIONAL STRUCTURE

