

Systems For Small Businesses

Creating a sustainable legacy.



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About CBAS

CBAS is a private company that offers professional services in accounting, taxation, and business advisory. In our taxation clientele we have individuals and SMMEs. Most of the time we spend our time working with SMMEs, our priority line is assisting owners create sustainable businesses that can create permanent employment opportunities.

Why work with us?

Our service offering is tailored to a need of a person, an easier case naturally warrants a lesser quotation. Whereas in, a more complex issue might cost a little more. However, the purpose of this workshop is to capacitate you as a business owner to make better decision and avoid the complex situations.

Definition of a system

a set of things working together as parts of a mechanism.

Why discuss systems?

Systems are fundamental to ensure efficiency in any process, they also remind us that things do not work in isolation. In business, one action may affect multiple other actions for example buying stock. When you purchase stock, that triggers issues of target market, distribution, storage, shelf life, cash flow, pricing, and possible theft.

Benefits of implementing systems

Increased operational efficiency

Reduction of operational costs

Improved product and service quality

Note.
Implementation of systems is continuous, meaning it never ends. The best benefit is improved product and service quality.



Creating Systems

SMMEs Must Have Systems

- Client recruitment and relationship maintenance. (Sales)
- Compliance maintenance (SARS, CIPC, COIDA, CIDB, etc.)
- Operational plan

Sales

- Helps generate money for business to keep operating.

Compliance

- Keeps business within confines of the law. As a result, allowing for possible opportunities.

Operational Plan

- Ensures all activities of the business are running smoothly.

Designing Systems For Your business

- The most important part of designing any system is planning, one can not plan well without sufficient information. Therefore, you can not plan if you do not know your business.
- When executing, you will perform the executive as exactly in the plan you drafted.
- Monitoring is reflection of the system in place and how it has been working, also noting down some challenges coming with the execution system.

Planning

Execution/ Implementation

Monitoring

Example

XYZ (Pty) Ltd renders a cleaning service to other people and businesses. Their services include includes travelling to clients, attending networking events and performance of client work.

Sales

- Create a customer profile for the client. A client profile is a write down of who do you sell to as a company, this helps in approaching the right people. Furthermore, it helps in understanding different categories of clients and their interests.

Compliance

- Which legislative body does your company need to adhere with?, the most common are SARS, CIPC, UIF, COIDA etc.

Monitoring

- Critiquing existing systems and looking for areas of improvement.

Keep In Touch With Us

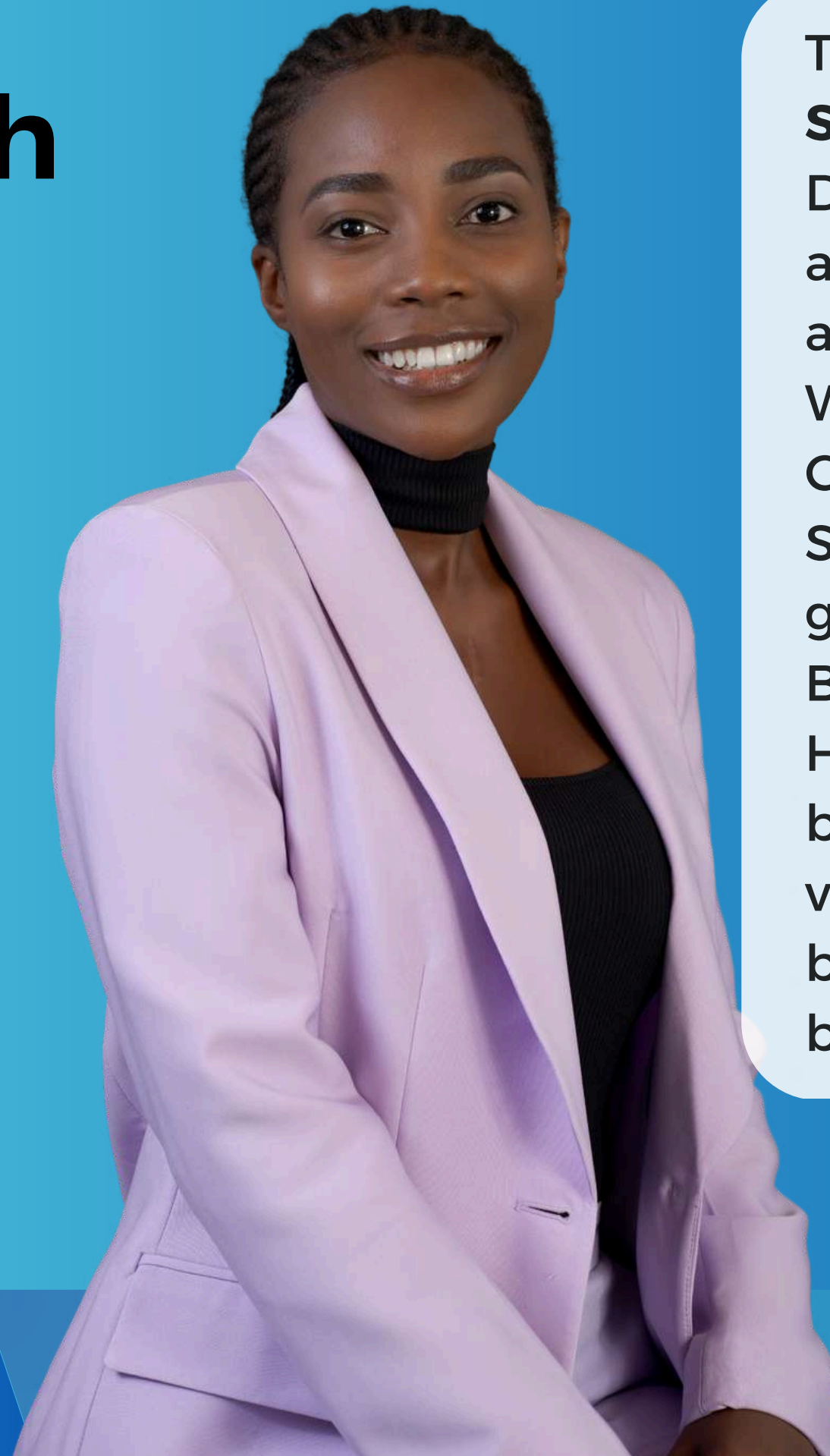
Looking forward to hearing from you.



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The business training was facilitated by **SUPRISE CHOSHI** who is the managing Director of CBAS, a registered accountant and tax practitioner. She is a proud alumni of The University of the Witwatersrand and Global Changemakers AYS 2023.

She is a recurring business expert guest on Ikwekwezi FM's Sivukile Breakfast Show.

Her passion is creating sustainable businesses. All she has learnt serves as valuable training content for any business owner looking to take their business to the next level.

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