



COMPANY PROFILE

1. About Reeds

Reeds Business Solutions is among the leading professional firms in providing audit, tax and advisory services to established, ambitious and growing companies. Reeds provides a range of professional services with a focus on audit, tax, payroll management, risk advisory, restructuring and transaction support. Beyond these, we also offer a wide range of specialist services from forensic accounting and expatriate advice to human resource consulting. Reeds' core client base ranges from growth-focused entrepreneurial businesses through to leading multinational organisations across many sectors and operating nationally and across borders. Our members understand their local culture and traditions, they are experts in national rules and regulations and have in-depth knowledge of the services, sectors and economy.

2. Who we are

Reeds Business Solutions is a registered firm based in Zambia with corporate and individual membership with Zambia Institute of Chartered Accountants (ZICA). Reeds Business Solutions was established in 2002. We handle a multiple of clientele with variety of business lines ranging from profit making to non-profit making. Our services as outlined in the paragraphs below, ranges from financial management, Risk Management Auditing and advisory, corporate restructuring and reorganization, insolvency, due diligence, business and project proposals. The firm is further approved auditors and advisors member of the following affiliations:

- a. European Union Delegation Funded projects
- b. USAID funded projects.
- c. Australian Trade Commission
- d. British Chamber of Commerce
- e. Founding Secretaries for Zambia Property Owners Association

3. Our Vision

To be the first preferred global provider of quality professional auditing, accounting and related advisory services.

4. Mission

To provide innovative and research based professional and consultancy services, which ensure consistency in our clients' service delivery, and to serve our market with integrity, professionalism, independence and excellence.

5. Value Statement

A culture of providing personal attention to clients as key to understanding their unique business challenges. That way, the firm is able to offer high standard quality advisory and client specific solutions. To achieve this, the firm cultivates a culture of unity of purpose, inspiring and investing in its staff so that they realize their full potential and achieve personal growth and professional development.

6. Our Aim

Our aim is to give our clients quality business services within and outside Zambia. Our clients are assured of best advice from professionals who have an updated technical and business standard both locally and internationally. With our networked business partners, we offer comprehensive service, giving to our clients what they need to achieve their objectives.

7. Our expertise

The company provides a professional chartered accountants service, as well as auditing and advisory services, both within and outside Zambia. Services are delivered by a team of professionals who follow up to date technical and business standards both locally and internationally.

Auditing

- Statutory Audits
- Internal Audits
- Forensic/Investigative audits
- Special Audits
- Audits for Financing and Tendering
- Other Assurances

Taxation

- Income Tax
- Personal Tax
- Corporate Tax
- Tax Inspections
- Tax Planning
- Tax Training
- Tax Appeals and Negotiations
- Tax Reviews
- Filing in of Annual and all other Tax Returns

Accountancy

- Personal Management and Financial Accounts
- SME Management and Financial Accounts
- Partnership Management and Financial Accounts
- Large Corporate Management and Published Financial Statements
- Staff Secondments in Accounts
- Compilations
- Reporting Management and Published Financial Statements for Listing

Corporate Training Management

- Corporate Governance
- Management Accounting & Internal Controls
- Cash Management & Budgetary Control
- Business Proposals and Project Management
- Stores Management & Purchasing Methods
- General Office & Record Management

Corporate and Business Advisory

- Project and Property finance
- Due Diligence
- Business Research
- Business and Management Facilitation
- Business Residence Representation

Secretarial

- Board Secretarial Services
- Annual Returns
- Changing Company particulars on Returns
- Company Registration
- Partnership and Business Registration
- Patents and Trademark Registration
- Lodgement of Annual and Other Returns
- Work Permits and Investment License Application

8. Core Services

Reeds Business Solutions offers wide range of services as outlined above including:

8.1 Accounting & Secretarial

Our Accounting services are conducted in accordance with International Financial Reporting Standards (IFRS) and are planned and performed to obtain information in all material respects, the financial statements are fairly prepared. Our Accounting services include:

- Advice on the appropriateness of the accounting policies.
- Preparation of financial statements for submission and compliance with statutory requirements
- Preparing the day to day reports as management may require for decision making
- Preparation of **payroll**, statutory compliance and related matters
- Financial controls and other operating system as you may require.
- Provision of internal day to day accounting services for clients without inbuilt accounting systems
- Management of client funds including management and control of bank accounts, receipts and payments etc.
- Submit annual returns and comply with Companies Act, Registrar of Societies Act, etc
- Attendance to board meetings and drafting board minutes, Call for Meetings and order, advising various boards on corporate secretarial aspects

8.2 Taxation

- Prepare provisional tax returns in consultation with clients and submit them to the Zambian Revenue Authority (ZRA) before the due dates
- Review the performance of the company during the course of the year and advise of any in the estimates earlier made.
- At the end of the financial year, conduct a tax due diligence and prepare thereon tax computations based on the financial statements.
- Submit the company income tax return to the Zambia Revenue Authority (ZRA) on or before due date.
- Attend to the Zambia Revenue Authority inspections regarding your tax affairs.
- To deal with all other communications relating to the company's direct taxes and returns addressed to us by the Zambia Revenue Authority or passed to us by the company.
- Act as tax advisers on any matters referred to us.

8.3 Auditing

- Statutory audits
- Compliance audits
- Audit for Overdraft financing and other financing
- Investigative Audits
- Special review audits
- Internal auditing services
- Audit for purposes of mergers, acquisitions, dissolutions, sale or disposal
- Verification expenditure audits for special grants

8.4 Corporate Reorganisations and Restructuring

Reeds Business Solutions performs corporate restructuring and reorganizations. This involves the following:

- Corporate organization reviews,
- Corporate internal appraisals,
- Liquidations,
- Insolvency and bankruptcy,
- Strategic analysis and other internal operational reviews.
- Others include human resource job evaluations and investment solutions.

8.5 Business and Project Proposals

This includes the following:

- Preparations of business plans for start-up projects and for emergent business strategies.
- We also prepare project proposals for both internal and external financing.
- Preparation of cash flow forecast and budgets, in line with the business environment in which the proposal is structured to attain the objectives and goals of the project.
- Performance of project appraisals for various corporations, organisation and individuals involved in project financing.

8.6 Business Advisory & Corporate Training Management

We provide training various training needs to our corporate clients in field of the following specialisation:

- Corporate Governance
- Management Accounting & Internal Controls
- Cash Management & Budgetary Control
- General Office & Record Management
- Strategic advisory services
- Drafting of company and institutional policy and procedures manuals
- Advising clients on general business processes
- Strategic sourcing and executive recruitment

8.7 Other Services

The other services offered include, but are not limited to the following:

- Forensic audit
- Business Risks appraisals
- Investigative audit
- Due Diligence
- Research
- Preparation of Payrolls

- Placement and Investment Solution
- Business consultancy
- Business Valuations

9. Some of our Clients

NAME OF ORGANIZATION	NATURE OF ORGANIZATION	SERVICE(S) PROVIDED
Kenneth Kaunda Metropolitan University	University	External Audit Review, Tax Advisory,
Rusangu University	University	External Audit Review, Tax Advisory,
Africa Research University	University	External Audit Review, Tax Advisory,
Urban Africa Property Group Limited	Property Development	External Audit Review, Tax Advisory,
MPI Construction Company Limited	Supply and installation of telecommunication towers and infrastructure	External Audit Review, Tax Advisory, Accounting Services
Knight Frank Limited	Property Consultants	External Audit Review, Tax Advisory,
Ndola Square Limited	Property Development	External Audit Review, Tax Advisory,
Million Homes Developers Limited	Property Development	External Audit Review, Tax Advisory,
Rural Electrification Authority	Parastatal	Internal Audit and Advisory on Board Representation level
Financial Intelligence Centre	Parastatal	Internal Audit Advisory on Board Representation level
ZSIC General Insurance	Parastatal	Internal Audit Advisory on Board Representation level
Knight Frank Zambia Limited	Property advisory firm	Assurances and business advisory
LendMePay Zambia	Financial	External audit services
Akros Research	Non Governmental Organisation	External Audit
Golden Home Financial Services	Financial Services	Audit

Zambia Works Financial Services Limited	Financial Services	Audit and Systems
Kane Insurance Brokers	Insurance brokers	Periodical audits and reviews
King's Highway School of the SDA Church	Church School	Annual audit
Africa Works World Relief	Non-Governmental Organization (NGO) and Micro lending	Annual audits
Zambia Orphans of HIV/AIDS	NGO	Annual audits
Important Birds Areas (IBA)	NGO	Annual audits
Specialty Emergency Services	Health services	Annual audits
International HIV/AIDS Alliance	NGO	Annual audits
Communications Support for Health/Chemonics International	Health support services	Annual audits
Zambia Daily Mail	Print Media	Annual Audit
Zambia Institute of Human Resource Management	Human Resource Services	Annual Audit
African Energy Resources	Mining and exploration	Annual accountancy
University of Africa	Education sector (University)	Advisory Services

10. Key professional Staff

Our staff have technical and professional experience to meet the high standards of business expectations.

10.1 Daniel Mulenga Katongo, Engagement Partner

Daniel, is a fellow member of both the Association of Chartered Certified Accountants and the Zambia Institute of Chartered Accountants (FZICA, FCCA), MSc Finance and Investment (Risk), and has over seventeen (17) years wide experience in international auditing and business consultancy. He has worked in both public practice and private industries, as well as in parastatal organisation, including Moores Rowland Chartered Accountants (Formerly Coopers & Lybrand) and Zambia National Tourist Board. He has specialised in auditing taxation corporate recovery, and other financial advisory services. Trained and certified participants under health systems 20/20. Completed training particularly in institutional capacity building organized by USAID

He has developed various management, financial and accounting for various organizations and firms, including Knight Frank Zambia, where he was involved, and served as Finance and Property Director on the management of development of various property developments. He has further served as Lead Project Director for various assignments including development of Strategic Plan for NGOs, Mining firms, further served as lead and engagement consultant for various large organization etc. He was further involved as one of the Lead Consultants on the mergers of an Air Charters, also lead consultant for the creative training in Administrative and procurement system of Large USAID Funded NGO in Zambia.

He has served on several corporate boards including,

- Rural Electrification Authority Audit Committee Board Member,
- Financial Intelligence Centre, Audit Committee Board Chairman and Board member,
- Knight Frank International (present Director),
- Zambia Institute of Chartered Accountants (ZICA Disciplinary Committee for 6 years),
- Barclays Bank Pension Trust Funds (Representing Knight Frank),
- Advisor on the Management of Arcades Development and Crossroads Shopping Malls
- Advisor on the Management of Elunda Office Park (top market Office blocks)
- Kwacha Pension Fund (Representing Knight Frank),
- The Lusaka Conference of the Seventh-Day Adventist Church Board Member
- Lusaka Conference of the Seventh-Day Adventist Church Board Chairman for its Audit Committee, etc.

He has specialised in business and management, advisory, auditing, taxation corporate recovery, and other financial advisory services. Trained and certified participants under health systems 20/20. He is also certified trainer and advisor in institutional capacity building organized and certified by the Department of United States of America under the USAID.

He was lead training consultant on financial management training for Small and Medium Enterprises of training workshop and seminar organised by Zambia Development Agency (ZDA) Mr. Katongo also advises Global clients in London, South Africa and New Zealand, where he has carried out various consultancy work over the past seven years.

10.2 Michelle Thomas, Associate Director

Mrs. Michelle Thomas, a South African national and experienced business consultant (BCom, MBA, CA, and AZICA) has more than 25 years of experience ranging across Financial Management, Operations Line Management and Consulting areas with exposure to many industries including Mining, Engineering, Supply chain, Logistics, Construction and Insurance. She has worked in many different countries including Zambia, Mozambique, Ghana, DRC, Abu Dhabi, London, Venezuela and most recently Mauritania.

She has served in several companies including,

- First Quantum Minerals-Roads Division Zambia, Commercial Manager,
- Cronimet Chrome Mine SA (Pty), Finance Manager,
- Katanga Mining Services South Africa, Finance Manager,
- GHD, Country Finance Manager,
- BogosiCosulting, Senior Manager,
- UTI Maputo, Branch Manager,
- Gauteng Sea Freight Division, General Manager,
- Energizer SA (Ltd), National Financial Manager,
- Stocks and Stocks Construction, Financial Manager, and
- Auditing firms namely; Lloyds of London, Ernest & Young London and BDO Spencer Stewart

10.3 Rabecca Yaali, Associate Manager

Rabecca has 12 years experience in Auditing and accounting in various industries and USAID funded projects. Prior to joining Reeds Business Solutions, she worked for PKF Zambia Chartered Accountants formerly Moores Rowland Chartered Accountants.

10.4 Hapenga Kabeta, Chief Business and Strategic Advisor

Hapenga has over 30 years of rich experience in industry (17 years), academia (9 years) and (4 years) business advisory. He is one of leading lights in strategic planning. He has hands on experience of corporate management and day-to-day management of an organisation. He held the position of Director General (Chief Executive Officer) of the Zambia Wildlife Authority, a position he held for four years. He was also Director of Consumer Welfare and Education at Zambia Competition Commission. Prior to these appointments, Mr Kabeta spent nine years at the Copperbelt University, Business School lecturing in management, strategic He was President of the Zambia Institute of Marketing in 1999 and 2000. He is Fellow of the Zambia Institute of Marketing.

He holds Master and Bachelor degrees in Business Administration and professional diploma in Marketing. He has attended several local and international workshops, seminars and workshops. He has provided consultancy services to such institutions as Zambia Railways, Zamtel, Citibank Zambia Limited, Association of Insurance Brokers of Zambia, BP (Zambia) PLC, Coffee Talk Limited, Monarch Zambia Limited, Managers of financial institutions and other companies in commerce and industry. He has undertaken process and market study consultancy services in the

agribusiness industry, manufacturing industry and the trading sectors. He has capabilities in market research such as product market studies, pantry studies and media impact evaluation. He is an examiner for the Zambia Institute of Chartered Accountants, the Institute of Bankers and Financial Institutions and tutored for the Master of Business Administration degree programmes of the Edinburgh Business School. He was Lecturer at Cavendish University providing lecturing and student support services in Change Management and Marketing Management courses. He now teaches on the Australian Institute of Business and Technology, on its MBA programme. He also teaches management courses at the Copperbelt University MBA programme in management courses.

He recently (2007) undertook a midterm review of the Community Markets for Conservation (COMACO) project for the Norwegian Embassy in Lusaka. He is also prepared and compiled the Five Year Strategic Plan for the Road Development Agency (2007 -2011). He recently provided training to officers at Cabinet Office in Basic Human Resources management, Change Management, role of supervisors/managers and delegation and empowerment and teams and team working

10.5 Mr.Kingstone Musaila-Partner, Lewis Nathan Advocates

He's our legal Counsel and Advisor on interpretation of various pieces of legislation. He is an Advocate of the High Court of Zambia AHCZ, and qualified legal practitioner.

He has worked in various capacities and has obtained over 6 years' experience, including, Manager, Legal Services for CCPC, and Senior Associate for Lewis Nathan Advocate, which made him Partner in the same firm.

11. Support staff

We have, in addition, support staff who handle various assignments according to their competences

12. Capacity building

We provide various expertise to our clients to support, strengthen their activities, and help them to be self-sustaining in the following areas:

- Technical expertise
- Resource mobilisation
- Management systems
- Organisational development
- Governance

13. Contact Details

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