

MIDNIGHT MOON ACCOUNTING

ACCOUNTING MADE SIMPLE, BUSINESS MADE STRONGER.

Your Partner in a Brighter Tomorrow

DID YOU KNOW?

FROM JACO'S DESK | NOVEMBER 2026

Six practical checks before your festive-season break.

IS YOUR BUSINESS READY FOR YEAR-END?

YOUR NOVEMBER CHECKLIST

1 PLAN DECEMBER PAYROLL
Confirm pay dates and send us approved payroll changes before your cut-off.

2 GET LEAVE REQUESTS IN
Set a deadline for leave requests and arrange staff cover before you close.

3 CHECK DECEMBER AND JANUARY CASH FLOW
Map weekly receipts and bills. Check whether you can still cover January costs if customers pay late.

4 PRELOAD SUPPLIER PAYMENTS
Confirm due dates and arrange who will release approved payments on time.

5 FOLLOW UP ON OVERDUE INVOICES
Turn on Xero invoice reminders and call customers with large overdue balances.

6 CHECK SARS AND CIPC DEADLINES
Review filing dates before you close. Send us the documents we need well ahead of those deadlines.

NOVEMBER SARS REMINDERS

Where applicable

25 Nov Manual VAT submissions and payments

30 Nov eFiling VAT submissions and payments, plus company provisional tax payments.

Jaco's Advice

Please send us your festive-season closure dates and any outstanding payroll or filing information early.

Thank you for being part of our journey.

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www.midnightmoon.co.za
Midnight Moon Accounting

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ACCOUNTING | TAX | PAYROLL | ADVISORY | FOR A STRONGER TOMORROW