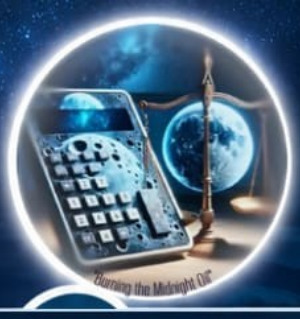


MIDNIGHT MOON ACCOUNTING

ACCOUNTING MADE SIMPLE, BUSINESS MADE STRONGER.

Your Partner in a Brighter Tomorrow

CLIENT ANNOUNCEMENT

DECEMBER OFFICE CLOSURE

FESTIVE SEASON / DECEMBER 2026

OUR OFFICE CLOSES

Friday, 18 December 2026 at 16h00

OUR OFFICE REOPENS

Monday, 4 January 2027

Our team has worked hard this year. We're taking a festive-season break so we can return rested and ready to support you in the new year.

DECEMBER DOCUMENT AND PAYROLL DATES

7 DECEMBER

VAT & MANAGEMENT ACCOUNTS

Send outstanding invoices and supporting documents so we can complete your reconciliations, VAT submissions and management accounts.

17 DECEMBER

BANK STATEMENTS FOR CUSTOMER FOLLOW-UP

Need up-to-date balances to follow up with customers who owe you? Send your bank statements by 17 December and we'll capture the transactions on 18 December.

18 DECEMBER

FINAL PAYROLL PROCESSING

Send your December payroll information in advance so we can complete processing by 18 December.

DURING THE CLOSURE

All staff will be on leave and unavailable by email or phone.

FOR CRITICAL, URGENT MATTERS

Please send a message in your business WhatsApp group. One of our team will respond within 48 hours.

Thank you for your support. Wishing you a restful festive season.

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