



BLEITCHLEYS

The SME Director's Bookkeeping Emergency Kit

Immediate steps to take when your books are in a mess, your bookkeeper quits, or SARS is breathing down your neck.

www.bleytchleys.co.za

+27 11 035 5041 | info@bleitchleys.co.za | 14 Bedfordview Office Park, 3 Riley Road, Bedfordview, 2007

EMERGENCY SCENARIOS & ACTION PLAN

If You're in a Bookkeeping Crisis—Do This First

If your bookkeeper's vanished, your VAT deadline is tomorrow, or SARS just sent a letter, don't panic. Here's your immediate-action plan to stabilise the situation.

Triage Checklist – What to Do Right Now

- 1. Pause transactions temporarily – Avoid compounding the chaos.**
- 2. Download all bank statements – You'll need these to rebuild a trail.**
- 3. Secure login credentials – Lock down your accounting software, SARS eFiling, and payroll portals.**
- 4. Back up all available financial data – Pull whatever your ex-bookkeeper left behind.**
- 5. Call a professional – Don't try to untangle this alone.**

WHAT DOCUMENTS TO GATHER NOW

Rebuilding Order: Get These in Place

Whether you're doing a cleanup or prepping for a handover, these are the documents that matter.

Checklist:

- ☐ 12 months of bank statements
- ☐ SARS login details
- ☐ Payroll info (salaries, PAYE submissions)
- ☐ Latest VAT return (and any overdue ones)
- ☐ Sales invoices (last 6 months)
- ☐ Supplier bills & expense slips
- ☐ Loan agreements, major contracts, asset purchases
- ☐ Accounting system access & reports



If any of these are missing, don't stress. A good service provider can help you rebuild from what you have.

HOW BLETCHLEYS CAN HELP

You Don't Have to Fix This Alone

At Bletchleys, we specialise in financial triage. Whether your bookkeeper quit mid-submission or SARS is on your case, we'll stabilise your books, fix past problems, and bring your business back into compliance—fast. Our calm, experienced team parachutes in to:

- ✔ Get your accounts up to date
- ✔ Submit urgent VAT or tax returns
- ✔ Reconcile accounts
- ✔ Prepare audit-ready financials
- ✔ Keep you compliant going forward

USEFUL LINKS IN AN EMERGENCY

Don't waste time searching—start here. These official SARS tools and forms can help you take immediate action while we stabilise your books.

eFiling & Login

- [SARS eFiling Login](#) (Access your profile, submit returns, and track compliance.)
- [Register for SARS eFiling](#)

VAT & Compliance

- [Submit a VAT201 Return](#)
- [VAT Vendor Search Tool](#) (Check if your supplier is VAT registered.)

Tax Clearance & Status

- [Request a Tax Clearance Certificate](#)
- [Check Your Compliance Status](#)

Payroll (PAYE, EMP201, EMP501)

- [EMP201 Monthly Submission Guide](#)
- [EMP501 Employer Reconciliation](#)

Common Forms Download

- [All SARS Forms](#) (Includes VAT201, EMP201, EMP501, IT14SD, and more.)

Contact & Support

- [SARS Contact Page](#)
- SARS National Call Centre: 0800 00 7277