



# Assessment of Professional Competence December 2020 Tasks Botala Khauta (Pty) Ltd

December 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



## Tasks Financial Analyst

Task subject	Doc	Start date	Due date
(a) Respond to Charles Lancome's email regarding the accounting for 'bearer plants' and 'bearer plant produce'.	A	17/12/2020	17/12/2020
(b) Respond to Charles Lancome's email regarding the accounting considerations related to the proposed sales agreement with Supreme Brands.	B	17/12/2020	17/12/2020
(c) Provide Charles Lancome with the requested input.	C	17/12/2020	17/12/2020
(d) Prepare an internal control questionnaire to evaluate the adequacy of the salaries and wages system to prevent or detect and correct the situations alleged by the AAWU.	D	17/12/2020	17/12/2020
(e) Respond to Charles Lancome's email regarding the PAYE concerns and possible other tax implications related to these transactions.	E	17/12/2020	17/12/2020
(f) Respond to Charles Lancome's email, which is contained in document F, regarding the new sales agreement with Supreme Brands.	F	17/12/2020	17/12/2020
(g) Respond to Charles Lancome's email with regard to the guacamole initiative.	G	17/12/2020	17/12/2020
(h) Respond to Charles Lancome's requests for assistance ahead of the scheduled Zoom meeting.	H	17/12/2020	17/12/2020

Botala Khauta (Pty) Ltd is a fictitious company, and all events as well as the names of all persons associated with this company, as mentioned in this Assessment of Professional Competence, are purely fictitious in nature and any resemblance to real persons, living or dead, or to an actual business entity, is purely coincidental.