

# Compliance Calendar

One of your key deliverables is to establish and maintain a proper compliance calendar. This document gives you the starting point - the obligations we know about. Part of your job is to fill in the gaps (exact dates, renewal dates) and build this into a working system with 2-week advance warnings to Grant.

---

## Monthly Obligations

These happen every month without exception:

Task	Entity	Who Does It	Your Role
Payroll data provision (SA)	Saint Raphael	You	Provide leave, overtime, changes to Inaura
Payroll processing	Saint Raphael	Inaura	Review payslips before authorisation
PAYE submission (SA)	Saint Raphael	Inaura	Verify submission
Payroll data provision (UK)	Sanctura Ltd	You	Provide changes to Kinari
UK payroll processing	Sanctura Ltd	Kinari/Lauren	Monitor
UK PAYE submission	Sanctura Ltd	Kinari	Monitor
Management accounts	All	You	Deliver by 7th working day
Weekly KPIs	All	You	Every week
Bank reconciliation	SA entities	You	Weekly
Debtors reconciliation	Inc, Sanctura Ltd	You	Weekly
Invoicing audit	All	You	Weekly

---

## Bi-Monthly Obligations

### VAT (James La Porta Inc - SA)

VAT is calculated bi-monthly and submitted via eFiling by Inaura.

Period	Submission Due	Who Calculates	Who Reviews	Who Releases Payment
Jan-Feb	End March	Inaura	You	James (SARS only)
Mar-Apr	End May	Inaura	You	James
May-Jun	End July	Inaura	You	James
Jul-Aug	End September	Inaura	You	James
Sep-Oct	End November	Inaura	You	James

Nov-Dec	End January	Inaura	You	James
---------	-------------	--------	-----	-------

**Your action:** Review Inaura's calculation, give go-ahead, then coordinate with Grant to load the payment and James to release it. Start flagging the upcoming VAT period **2 weeks before the submission deadline**.

**Note:** Sanctura Ltd (UK) is **not** VAT registered (medical exemption).

## Annual Obligations

### Specific Dates Known

Task	Entity	Due	Owner
Annual forecast	All	February	You (Ricardo reviews)
Year-end stock count	Inc	End February	Kyle coordinates, you support
Workman's Compensation return	Saint Raphael	June	You
New office lease commences	Saint Raphael	1 April	Grant

### Dates To Be Confirmed (Ask Alida)

These are annual obligations where the exact due dates need to be pinned down:

Task	Entity	Approximate Timing	Current Owner
Annual returns	Inc	TBC - confirm anniversary	Imperium
Annual returns	Saint Raphael	TBC	Imperium
Annual returns	La Porta Industries	TBC (recently completed)	Imperium
UBO submissions	Inc	TBC - aligned with annual returns?	Imperium
UBO submissions	Saint Raphael	TBC	Imperium
UBO submissions	La Porta Industries	TBC (recently completed)	Imperium
BHF registration renewal	Inc	TBC	You
HPCSA registration renewal	Inc	TBC	You
Insurance review (SA)	Inc, Saint Raphael	TBC - policy anniversary	Intersure
Insurance review (UK)	Sanctura Ltd	TBC (recently completed)	Ashley Page
Financial statements	Inc	TBC - based on FYE	Inaura
Financial statements	Saint Raphael	TBC - based on FYE	Inaura

Financial statements	Sanctura Ltd	TBC	Kinari
Financial statements	Trust	TBC (currently pending approval)	Atlantic Trust
Income tax returns	Inc	TBC - based on FYE	Inaura
Income tax returns	Saint Raphael	TBC	Inaura
Income tax returns	Sanctura Ltd	TBC	Kinari
Income tax returns	TTC	TBC (coming up soon)	Inaura
Confirmation statement (UK)	Sanctura Ltd	TBC	Kinari (Companies House)

## Immediate Compliance Priorities

### February 2026

Task	Due	Status	Action
Annual forecast FY27	February	In progress	Ask Alida for current state, take over
Stock count	~20-22 Feb	Planned	Coordinate with Kyle
FY charge revision	Before 23 Feb	In progress	Ask Alida for status
La Porta Industries UBO	~6 Feb	In progress	Check if complete
La Porta Industries Annual Returns	~6 Feb	In progress	Check if complete

### March 2026

Task	Due	Action
VAT Jan-Feb submission	End March	Review Inaura's calculation, coordinate payment
February management accounts	By 7th working day	Your first solo set
February payroll (SA)	~25 Feb	Prepare data for Inaura
February payroll (UK)	~25 Feb	Prepare data for Kinari

## Building the Compliance Calendar

**Your Phase 2 deliverable:** Turn this list into a proper working calendar with:

1. Exact dates for every obligation (fill in all the TBCs above)
2. 2-week advance warnings to Grant
3. Owner assigned for each item
4. Status tracking (submitted, pending, overdue)
5. Integration with your weekly KPI reporting

**Ask Alida this week:** For every "TBC" above, get the exact date or at least the month. This is one of the most valuable things she can tell you before she leaves.