

## Small Business Clarity Package - £2,400 +VAT\*



You are an established business but are seeking much **greater clarity** of your financial performance **throughout the year**, rather than just at year-end. You are happy to perform basic record-keeping duties yourself (sales invoicing, recording expense / purchase invoices and importing bank transactions etc), all under our guidance, but are looking for **in-year, pro-active support** and management information. We'll handle the compliance issues and make sure you're in complete control of your finances at all times.

Typically for businesses employing 1-5 employees....

Included in this package is the following:

- A **quarterly** bookkeeping check with advice and guidance about process improvements
- VAT returns completed and provision of a **quarterly management accounts pack** to give you visibility of your real trading performance
- A quarterly estimate of your tax bill to date, to allow you to manage your cash
- **Monthly** RTI payroll service
- Completion of your business' annual accounts and tax return, including filing with the relevant authorities (HMRC, Companies House)
- A full annual review meeting to review the prior year's trading position and **look forward** to the following 12 months and beyond.
- A planning review **immediately prior to your year-end date** and / or the end of the income tax year to ensure that all sensible tax-planning measures have been actioned. (Thinking about this after your year-end is just too late to take any action ☺)
- In addition to our scheduled reviews, you will have **1 hour's additional telephone support** during the year for when those unforeseen queries occur.
- And all our clients benefit from our **monthly newsletter**, tailored to our clients' needs, filled with advice and tips relevant to your business.

You'll have the peace of mind that all compliance deadlines will be met, so giving you a clean record with HMRC. And via our quarterly updates, you'll get an accurate snapshot of your current trading position with forecasts of your likely tax bills so as to **avoid those unpleasant surprises** come the end of the year.

**We ask of you..** that you commit to working with us to produce accounts / snapshots **as soon as possible** after the end of a reporting period so that we're all working from the most up-to-date and relevant information.

\* Fee is indicative and payable monthly by standing order e.g. @ £200 + VAT per month