

# **Business Advisory Services: Payroll & bookkeeping**



## Completing payrolls and maintaining your company's books and records can be an administrative nightmare. As well as being complex and time consuming, they can take you away from your most important role - managing your business.

The legislation constantly changes and innocent errors can lead to hefty fines.

We can help you and your business prosper by taking over these routine functions for you, allowing you to invest additional time in developing your business.

### **Our payroll services**

We are able to organise your entire payroll function with minimal input from you. The payroll services that we provide include:

- Processing of weekly, fortnightly, four weekly, or monthly payrolls
- Preparing monthly PAYE remittances
- Payslip production
- Organising payments by BACS
- Dealing with any enquiries from HM Revenue & Customs (HMRC)
- Preparing year end returns for submission to HMRC
- Dealing with Real Time Information (RTI) returns
- Dealing with joining and leaving employees (P45s, etc)
- Statutory sick pay and statutory maternity pay

### **Our auto enrolment services**

We can provide auto enrolment services in addition to the payroll function which include:

- Liaison with your provider and providing them with relevant data to initiate your scheme set up
- Assessment of your workers, each pay period, and deductions of contributions, where someone is assessed as being eligible
- Updating the payroll each pay cycle to incorporate any workers who wish to opt in or out
- Managing the passage of assessed data to your pension provider (both the maintenance and contribution files)

We also give advice on personnel matters including the potential impact of new government legislation. Our service is professional and bespoke to our clients who benefit from our dedicated staff.

10 Aug 2020



### **Our bookkeeping services**

It is a fundamental requirement of being in business to maintain proper and up to date business records. This is required for tax purposes and failure to do so can result in fines, or even imprisonment.

The bookkeeping services that we provide include:

- Recording and reconciling of all financial transactions on a monthly basis
- Preparing your monthly or quarterly VAT returns
- Providing monthly or quarterly management accounts, where required
- Providing schedules of aged debtors and creditors
- Preparing year end accounts

We maintain your records on leading accounting software packages including recently introduced 'cloud based' packages and our service is tailored to our clients' requirements – our systems are flexible and focused on you.

At the conclusion of our audit work, we deliver a report covering relevant issues which have come to our attention during the course of our work. Where there may be scope to improve the effectiveness of the accounting procedures and controls, to improve the quality of financial reporting, or to save you costs. We discuss this with you to check the factual accuracy and the practicality of our recommendations.

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## **Thank you for your interest**

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