

## THE ACCOUNTS DEPARTMENT

Imagine all this being taken off your hands, freeing you up to concentrate on what you're good at instead of spending hours dealing with administration?

Your records can be delivered to us, or collected, on a monthly basis and will be processed for you using our computerised record keeping systems.

All the necessary forms and returns will be prepared for you to ensure you comply with all deadlines and avoid the potential myriad of £100 fines the Government seems to enjoy raising so much!

This cost effective service is very affordable and a great deal less than employing your own bookkeeper, even part-time!

The service is tailored for each client as, we know, no two businesses are ever the same.

So whether you have an established business and are looking to expand or free up more time to spend with your family or a new business requiring quality support in your first tentative years of trading 'The Accounts Department' **could save you time, money and your sanity.**



## TROUBLESHOOTERS

services for business  
Certified Practising Accountants

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# The Accounts Department

## THE ACCOUNTS DEPARTMENT...ON TAP

Doing your own accounts takes up valuable time – time you could better spend on what you do best – generating more business.

We know that running your own business or being a company director can be very lonely. On top of that, doing your own accounts can be such a chore with the constant worry you may not be doing things correctly.

And that's where 'The Accounts Department', a brand new service from Troubleshooters, the Blaenavon-based accountants, can save you both time and money.

We can help with:

- **Legal requirements**
- **Advice on legislation and changes in legislation**
- **Ensuring you comply with all Government deadlines**
- **Bookkeeping**
- **Sales and purchase ledgers**
- **VAT Returns**
- **Payroll**
- **Management Accounts**
- **Taxation**



## THE ACCOUNTS DEPARTMENT @ TROUBLESHOOTERS

### Services

- Bookkeeping and computerised accounts
- Sales & Purchase ledgers – this can be bespoke to meet your specific needs
- VAT returns – information and liabilities
- Payroll – updates, PAYE, SSP, SMP, SPP, legislation updates and compliance
- Construction Industry Scheme compliance
- Management accounts
- Year end accounts
- Taxation – personal and corporate
- Year end stocktaking

### Benefits

- Freeing up your time to concentrate on your business
- Ensuring you are compliant with all new legislation in respect of financials
- Financial information available at all times saving you time and embarrassment
- Accuracy ensuring you present a professional image to any interested parties i.e. banks or potential lenders
- Reduced costs through staff utilisation
- Will raise your profile with your bankers
- Reduce the costs of your year end accounts

### No Surprises

- Enables you to manage your liabilities more effectively

### Process

- We will collect or you deliver the appropriate documents, invoices, purchases, bank statements etc
- Enter sales & purchase invoices, bank transactions, reconciliation of bank accounts and cash accounts
- Payroll as and when required
- Accounts produced – Management accounts, customer statements, aged debtors and creditors
- Review meeting and recommendations
- Quarterly VAT returns
- Year end accounts preparation
- Tax returns

### Fees

- Initial price indication based on time required, subject to review
- Fixed price for year 2
- Monthly fees available

