



## London 1st Accounting Services

*"YOU DO LIFE..... WE'LL TAKE CARE OF YOUR ACCOUNTS"*

### Business Support Bundle

This service is designed for contractors who want the following:

- To focus on earning company income.
- Not get bogged down with the administration involved with running a company.
- Complete control in how the company is run.
- Verifiable, transparent accounts of their company affairs.
- To earn the maximum income whilst meeting all statutory obligations.

All you will have to do is provide us with information on your company invoices and expenses using our user friendly and excellent online bookkeeping and information facility. We will ensure that we reconcile your company bank account, update your accounts and advise you on what you can pay yourself according to how you want to receive your remuneration from your company. You can then pay yourself, secure in the knowledge that all your company information is at your fingertips and you are providing for all your statutory liabilities. In addition we will administer all your company compliance so you don't get penalised for missing deadlines.

You can select from two levels of service:

**Gold** – Provides ongoing business support services for small limited companies with one employee together with personal tax advice, self-assessment preparations, investment support services, business development and accounting advice and VAT compliance and accounting.

**Premium** – Provides ongoing business support services for companies with 2 employees together with personal tax advice, self-assessment preparations, investment support services, business development and accounting advice and VAT compliance and accounting.

If you really require maximum support from your accountant these services will cover you.

Description	BUSINESS SUPPORT BUNDLE		Per Item
	PREMIUM £160 per month	GOLD £120 per month	
<b>BUSINESS START UP</b>			
Shelf Company	£50	£50	£50
<b>ACCOUNTING AND BUSINESS ADVICE</b>			

Start Up Consultation and Advice	✓	✓	1 hr Free
Accounting and Business Advice	1 hour per month	0.5 hours per month	£80 per hour
<b>BOOKKEEPING AND PAYROLL</b>			
Online Bookkeeping and information facility	✓	✓	N/A
Daily Bank Reconciliations	£5 per month	£5 Per month	From £25 p/h
Regular advice and calculation of salary and dividends based on your company policy.	Up to 2 employees	Max. 1 employee	From £50 p/month
Ongoing calculation of company tax provisions	✓	✓	N/A
24-hour online access to company financial statements and detailed ledger of transactions.	✓	✓	N/A
<b>COMPANY COMPLIANCE</b>			
VAT Registration (Optional at setup)	£50	£50	£50
PAYE Returns	✓	✓	From £25
VAT Returns	✓	✓	From £75
Accounting References for visa/mortgage/tenancy applications	✓	✓	From £150
Corporation tax return & statutory accounts filing (not preparation)	✓	✓	£25
Annual Shuttle Return	✓	✓	£25
<b>ACCOUNTING</b>			
Personal Tax Planning and Monitoring (per person)	✓	✓	£80 per hour
Self-Assessment (Personal Tax Return)	✓	✓	From £175
Changes to company officers & shareholding after company set up	£25	£25	£25 per change
Preparation of Annual Accounts	✓	✓	From £400
Interim Accounts	£150	£150	From £250

\* Prices are shown exclusive of VAT

## Service details

### Accounting and Business Advice

- *Start up Consultation and Advice* - Before you start trading we provide free advice on the best options for your business. We will consult with you on how you want to run your company affairs and provide advice. For example, how much salary you want to pay yourself, dividend policy, whether you register for VAT or not ,or how much profit you want to retain in your company.
- *Accounting and Business Advice* – Premium clients will receive 1 hour per month of free accounting and business advice and Gold clients half an hour per month. This advice will take the form of emails, telephone calls or face-to-face consultations. Additional consultations will be charged accordingly.

## Bookkeeping and Payroll

- *Online bookkeeping and information facility* – We will provide you with online access to our bookkeeping entry system where you can make basic entries such as recording and printing invoices and entering in company expenses, view bank statements, payments, unpaid invoices, company financials and accounts.
- *Daily Bank Reconciliations* – We will reconcile your bank statements to your company accounts on a daily basis ensuring maximum accounting integrity and security.
- *Regular advice and calculation of salary and dividends based on your company policy* – We will regularly check your accounts and determine how much salary and dividend to pay yourself depending on your policy on paying salary and dividends and whether your company accounts indicate you are in a position to make such payments.
- *Ongoing calculation of company tax provisions* – We constantly revise calculations of your company tax liabilities including corporation tax, PAYE, National Insurance, and VAT (if applicable).
- *24 hour online access to company financial statements* - You will be able to login to your company accounting and information system online to check your company balance sheet and profit and loss statements so you are constantly aware of your company position.

## Company Compliance

- *VAT Registration* – You have the option to register for VAT or Flat rate VAT. We can advise you on your best option in your initial consultation. Your decision will depend entirely on your unique business position.
- *PAYE Returns* – We will assist with the completion of your annual P35 return and submit it to HM Customs and Revenue.
- *VAT Returns* - London 1<sup>st</sup> will prepare and submit your VAT return to HM Customs and Revenue based on your income and expenses for the period. This service is included for both the Premium clients and Gold clients.
- *Corporation tax return & statutory accounts filing* - Your company will be required to prepare and submit a set of Financial Statements and a Corporation Tax Return (CT600) at least once a year to Inland Revenue and Companies House. Preparation of Financial Statements and your Corporation Tax Return can be completed professionally and in the required format and submitted to HM Revenue and Customs and Companies House.
- *Accounting References for visa/mortgage/tenancy applications* – Requests for references are done free of charge for both Premium service clients and for Gold clients.
- *Annual Shuttle Return* - Your Company will be required to submit a Return to Companies House on an Annual Basis to ensure that information relating to Shareholding, Appointments and Business Activity is kept up to date. London 1<sup>st</sup> has the facility to complete and file your return on-line.

## Accounting

- *Personal Tax Planning and Monitoring* - Company directors will receive ongoing personal tax planning where personal income from dividends and salary paid by the company and tax position will be monitored to enable efficient personal tax planning.

Personal tax planning is restricted to accounting advice and does not constitute independent financial or investment advice. We will refer any customer to reputable financial advisers that are regulated by the Financial Services Authority for such advice.

- *Self-Assessment (Personal Tax Return)* – Personal tax returns are completed for both company employees /directors on the Premium service. as well as for only 1 employee/director on the Gold service
- *Changes to company officers and shareholders* – We will not complete all compliance work for changing company officers and shareholders for either the Premium service clients or the Gold Service clients.
- *Preparation of Annual Accounts* – Annual and accounts are prepared for director approval before finalisation and submission at company year-end.
- *Interim Accounts* – A full set of statutory interim accounts can be produced on demand for Business Support Bundle Clients (maximum 4 per annum) and at an extra cost for Accounting Support Clients