



London 1st Accounting Services

"It's not where you are... but where you want to be"

London 1st have partnered with Liberty Accounts to bring a revolutionary way to keep your books and stay on top of your business accounts giving you flexibility in business location and saving time in communicating with your accountant.

What is the online Accounting Service?

You can now do your accounts and bookkeeping online via our new innovative online software. The software provides the features of any typical accounting package. To access the software, all that is required is a connection to the Internet and you can log in to your company software via our website. As your accountant we will be able to log in to your company accounts and make any checks, adjustments or entries that you require. You can choose what level of involvement you want your accountant to have in keeping your books.

Why use our online accounting service?

Easy to Use

The software is designed for ease of use and London 1st will provide you with an hour of training for free if you select our services. The software was designed specifically for the Internet so it is fast and secure.

Saves Time

Using online software will dispose of the need to risk posting/faxing/emailing your accountant your data, saving you time, saving your accountant time and ultimately saving you money.

Choose your involvement in managing your books

You can choose how much control you have in keeping your books by selecting from our suite of services. How much involvement you want from us as your accountant is up to you but you can be secure in the knowledge that we have instant access to check the integrity of your accounts at any time.

Accessible

You are not restricted to the office to update your accounts. You can invoice your customers, record expenses and access vital business information from any internet-connected computer from any location safe in the knowledge that your accountant is at hand to monitor your accounts.

Safe

You no longer have to worry about backing up your accounting data because your data is backed up every day on a secure off site location. We even have a disaster

recovery plan to restore normal service with minimal disruption so that your data is doubly safe.

Online Services

Our suite of services is designed to give you the flexibility to choose your level of involvement in keeping your books. You may choose to use the software with no bookkeeping services or you may wish to spend your time focussed entirely on your core business activity. To gain maximum benefit from our services the least you need to do is invoice your customers using the online software.

Software use only

If you require no bookkeeping services you can pay monthly for the convenience of online software with payroll. **You only pay for the software for the months that you use it.**

Set up	Includes setting up chart of accounts and 1 hour training on software use	£150
Monthly Fee and services	Use of the software with payroll for 2 employees Technical support via email	£30 per month

*** The Setup Charge applies to all services**

BASIC SERVICE

SERVICES	SOLE TRADER	PARTNERSHIP	LIMITED COMPANY
Use of Software	✓	✓	✓
Payroll Software for the calculation and recording of Employee Payments	Up to 2 Employees	Up to 2 Employees	Up to 2 Employees
Calculation of tax Liability and Depreciation YTD	✓	✓	✓
Monthly reporting of business position to assist executive decisions	✓	✓	✓
1 hour account accounts/ bookkeeping support *	Per Month	Per Month	Per Month
Preparation of Self-Assessment at Year End	✓	✓	£75
Completion of Company Year-end statutory accounts and Corporation Tax Return	N/A	N/A	✓
COST (per month)	£130	£140	£150

FULL SERVICE

SERVICES	SOLE TRADER	PARTNERSHIP	LIMITED COMPANY
Use of Software	✓	✓	✓
Payroll Software for the calculation and recording of Employee Payments	Up to 2 Employees	Up to 2 Employees	Up to 2 Employees
Monthly/Quarterly Preparation and Submission of PAYE and NIC returns for employees	✓	✓	✓
Calculation of Tax Liability and Depreciation YTD	✓	✓	✓
Quarterly Preparation and Submission of VAT returns	✓	✓	✓
Monthly Accounts Integrity Analysis	✓	✓	✓
Monthly reporting of business position to assist executive decisions	✓	✓	✓
Monthly Bank Account Reconciliation	Separate Accounts Only	Separate Accounts Only	✓
1 hour accounting/bookkeeping support *	Per Month	Per Month	Per Month
Bookkeeping Services (monthly) *	Up to 25 Transactions	Up to 25 Transactions	Up to 25 Transactions
Preparation of Self-Assessment at Year End	✓	✓	£75
Completion of Company Year-end statutory accounts and Corporation Tax Return	N/A	N/A	✓
COST (per month)	£200	£200	£200

* Additional services

Additional Employees for Payroll	£20 (1 – 5 Additional Employees)
Additional Transactions (Bookkeeping)	£15 per additional 25 transactions per month
Additional Specialised Accounting Services	£50 per hour