

GTodd & Co

*Accountancy, Bookkeeping and Payroll Services
Registered Auditor*



The Association of
Chartered Certified Accountants

Accountancy and Business Services

We Can Provide

We provide a wide range of accountancy and business services to ensure you comply with all legal requirements, and, to assist in the administration of your business. These include :-

- **Accounts Preparation • Limited Company Services**
- **Personal Taxation • Business Taxation**
- **Bookkeeping • VAT • Payroll**
- **Construction Industry Scheme • Financial Review**
- **Interim In-house Analysis • Online Filing**

Accounts Preparation

It is a requirement for all businesses to prepare accounts on an annual basis for tax purposes. We can prepare those accounts for any type of business in any business sector.

Together with preparing annual accounts for tax purposes we can also prepare accounts for a variety of other purposes:

- Accounts on a monthly, quarterly or half yearly basis for management purposes
- Preparation of cash flow forecasts
- Preparation of profit projections

Limited Company Services

We have vast experience acting for limited company clients. We offer our full range of business services for owner managed companies, but we also are registered auditors enabling us to provide a thorough audit for the larger company client.

We can offer the following services to limited companies:

- Company formation, including completion of statutory books and share certificates
- Annual return completion
- Audit exemption report company accounts
- Full audit report company accounts
- Corporation tax computations and company tax return completion

Personal Taxation

For sole traders, once your annual accounts have been prepared, we can prepare your self assessment tax return together with a computation of your tax liability. However, it is not just your business income which has to be recorded on your return. Your tax return has to include all sources of income, and is used to claim allowances to reduce your tax liability.

You do not have to be in business to receive a self assessment tax return. If a return is issued it is a legal requirement for it to be completed and submitted to the Inland Revenue. We can also prepare your tax return should you not be in business, but require tax assistance.

If you have not received a tax return, but feel you have paid too much tax, we can prepare a review of you taxable income and allowances to calculate if you are entitled to a tax refund.

Business Taxation

Business taxation is not only the computation of your personal or corporation tax liability. We can also offer assistance with the additional aspects of business taxation including completion of:

- P11d's and the calculation of the class 1A national insurance liability
- Capital gains taxation
- Company cars taxation review

Bookkeeping

If you need help with your bookkeeping we can offer comprehensive training to set you off on the correct path. We can offer training for any type of business, on any aspect of bookkeeping.

We can review your current bookkeeping system and adapt it to best suit your requirements saving you precious time. We can also design a bookkeeping system to meet your specifications.

Alternatively, we can take over your bookkeeping allowing you more time to concentrate on the most important aspect of your business, your customers.

We offer bookkeeping services for all types of businesses using a variety of manual or computer systems. The bookkeeping system chosen will be adapted to suit your particular requirements.

VAT

VAT can be a complicated tax, and treating a transaction correctly for VAT purposes is not always easy.

We can answer any questions you may have concerning any aspects of VAT from:

- Registration
- Methods of accounting for VAT
- Correct VAT treatment of individual or a group of transactions
- VAT and motor vehicles
- VAT fuel scale charges

To compliment our bookkeeping services we can also offer assistance in the preparation of your VAT return, or we can prepare your VAT returns on your behalf. Generally VAT returns have to be completed every three months.

Payroll

Calculating your employees' net pay can be very time consuming, and changes in tax rates, tax codes, and employees, can make it a difficult task. We can take away all the responsibility and worry by calculating your employees net pay for you.

We offer computer generated payroll summary reports and payslips showing gross pay, and deductions of tax and national insurance.

We can also deal with deductions of pension or health insurance contributions, and the payment of tax credits.

Services included in our payroll package include:

- Calculation of employees net pay on a weekly, fortnightly or monthly basis
- Calculation of monthly PAYE
- Statutory Sick Pay (SSP) and Statutory Maternity Pay(SMP)
- Completion of P46's for new employees
- Completion of P45's for existing employees
- Preparation of year end P14's/P60's
- Completion of year end employers' annual return form P35

Construction Industry Scheme

If you are a contractor or sub contractor the construction industry scheme affects you. We can assist you with:

- Construction industry scheme registration.

- Completion of monthly construction industry scheme vouchers.
- Deduction of construction industry scheme tax.
- Preparation of year and sub contractors' annual return form CIS36.

Financial Review

With this service we offer a full five year annual financial review. This comprises a summary of the financial results over the past five years, together with key ratios and financial indicators. We supply in our report, graphs and comparison charts, which enable the information to be digested quickly and easily.

The report provides more information than the usual financial statements on how the profit of the business was achieved. This can show which area of the business is most profitable.

Each report is unique and is tailored to offer the most suitable information for each client.

Interim In-house Analysis

We don't have to wait until your year end to examine your records. We can visit your premises on a periodic basis, monthly or quarterly, to examine your records to prepare interim management figures.

Due to the availability of affordable easy to use computer bookkeeping and accounts systems more and more businesses are using this software to prepare their own accounts.

We can assist in helping you gain the most useful information possible from using this software. We can assist in helping you gain the most useful information possible from using this software. We can assist in the preparation of monthly or quarterly accounts and the preparation of your quarterly VAT returns. All this can be done at your premises with the minimum of disruption to you and your staff.

Online Filing

We are registered and approved by the Inland Revenue as an agent for online services. This enables us to file your tax returns etc. online in a secure environment.

The benefits of online filing are that we know instantly that the return has been received by the Inland Revenue and we will receive instant confirmation of the tax computation.

For more information on the services we provide, including those not listed here, and how we can assist your business, please contact us for a competitive quote.

Company Profile

We are members of the Chartered Association of Certified Accountants (ACCA) and are eligible to practice under this membership as accountants. We also have registered auditor status.

Being members of the ACCA gives you the confidence that we have the necessary qualifications and experience to provide the professional service you would expect from your accountant.

If your current accountant is not a member of a recognised accountancy association this could limit the services he can legally provide. With ourselves, you do not have that worry, as we can provide a full range of accountancy and business services, and can communicate with other professionals on an equal basis.

We have a vast experience in the accountancy profession acting for a wide range of clients in a wide range of business sectors. We specialise in offering a friendly personal service to all our clients and we believe that you should look upon your accountant as a business advisor. Therefore we are available throughout the year to provide assistance.

We look forward to being able to offer our services and assistance to you and your business.

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