

# wedo accounting

## Four Star Service – Compliance + Tax Minimisation Service



... ensuring you DON'T PAY A PENNY MORE in tax than you should- This service includes everything you get in our 3 star package and more! See below

### We will:

- ✓ Prepare your accounts (statutory financial statements for Limited Companies)
- ✓ Prepare abbreviated financial statements for submission to Companies House (Limited Companies only)
- ✓ Deal with all business tax matters, including preparing income and/or corporation tax computations and preparing and submitting your partnership tax return (partnerships only) or Corporation Tax Self-Assessment return (Limited Companies only)
- ✓ Directors Tax Returns x2
- ✓ Deal with correspondence from the Inland Revenue
- ✓ VAT Return
- ✓ Book Keeping Services
- ✓ Company Payroll
- ✓ Registered Office
- ✓ Annual Returns – Companies House
- ✓ Provide personal and private access to our Iris accountancy software where you will have access to see and manage your affairs working hand in hand with wedo accounting

We will also gladly carry out an On-Track Review for you at no extra charge. This will look at a number of points regarding improving your business and reducing your tax bills.

### Unlimited free ad hoc advice

**Our fixed fee is fully inclusive of unlimited access to our entire team for advice on ad-hoc matters.**

This means that you can call on us at any time knowing that you will never be charged for our time or advice. So I hope you will feel free to speak to us whenever you need to, without ever having to worry about the cost.

Of course, if the issues raised at any of these unlimited free consultations (or anywhere else) require research or analysis *beyond* the consultation, we will give you a fixed price quotation for that extra work *before* any additional work is started. **This means that you will NEVER get an unexpected bill.**

### **Your guarantees and safeguards**

To be effective, we believe that professional relationships need to be based on mutual trust, mutual support, mutual respect and mutual integrity. As a result we only work with clients who share our belief in the importance of these four factors.

In practice that means that, with this piece of work as with everything else we do for you, we will always do everything in our power to:

- Keep you fully informed about what's happening on your affairs, and complete every task on or ahead of time - so that you never have to chase us
- Reply to every telephone message the day you call us – If not immediately, then usually within a few short hours of your call
- Reply to every letter within 5 days of receiving it
- Maintain the high standards of integrity, honesty, openness, professionalism and confidentiality that you rightly expect from us
- Refer our contacts to you where we believe they could benefit from your products and services
- Always be on the lookout for new ideas that could help you to build an even more successful business and achieve your business goals
- Do what we say we are going to do, when we say we are going to do it
- Always agree a fixed fee with you, in advance, for every piece of work – so you never receive any surprise bills

What's more, if you are ever unhappy with any aspect of our work, we will – without question – respect your right to pay whatever amount you feel is more appropriate.

**For a fixed monthly investment you get everything listed above, plus...**

**Professional Fee Protection... insurance against the cost of investigation (worth up to £375 per year)**

- ✓ Self-Assessment is upon us, for Companies now as well as individuals
- ✓ The Inland Revenue can select individuals or businesses on a RANDOM basis, without explanation, and can pursue a detailed and thorough investigation of their business (and this usually extends to their personal lives)
- ✓ The vast majority of investigations will continue to have nothing whatsoever to do with fraud or negligence, minor year-to-year fluctuations in results may be enough to trigger a full enquiry
- ✓ Currently an average Inland Revenue investigation will last around 10 months and cost some £4,000+ in professional fees to complete. Costs often bear no relation to the final tax settlement
- ✓ You will automatically be covered by our scheme - in the event of a full enquiry we will be able to deal with this for you promptly and our fees will be met by the insurance company

As part of the service you will be able to access **free advice** on:

- ✓ Employment and personnel issues
- ✓ Health and safety issues
- ✓ Commercial legal issues

**Accounting Records Quality Report... helping you to get more out of your accounting systems (worth £195)**

We want to help you get the most out of your accounting systems. So, we will prepare a report setting out any weaknesses, the consequences and our suggestions on how to improve them.

And, the **better your accounting systems – the lower your accountancy fees!**

**Comprehensive Tax Planning Review... helping you to pay not a penny more than your fair share (worth £1920)**

- ✓ Each year we will carry out detailed tax planning reviews to ensure that you pay not a penny more than your fair share. These will include:
- ✓ Detailed tax planning for your business, both before your year-end, and before the accounts are finalised

- ✓ Detailed tax planning in respect of your employees, including Tax efficient remuneration strategies
- ✓ Detailed personal tax planning, including the best way to extract money from your business
- ✓ Detailed tax planning for your family
- ✓ A review of your investments
- ✓ Unlimited company car tax planning

**PAYE/NI and VAT Health checks... helping you to keep on the right side of the legislation (worth £300 each)**

Even innocent mistakes can lead to substantial interest and penalties following a visit from the Inland Revenue or Contributions Agency. We will provide a detailed review of your payroll and VAT records, to ensure that you are complying with all the current legislation.

**But there's more included with your Four Star Package is our FULL CLOUD ACCOUNTING SERVICE PACK –Be in complete control of your numbers and your business 24/7 with the industry leading Full Cloud Accounting Service!**

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Please note that by choosing this service level **you will not** benefit from the following services at a discounted price:-

**Benchmarking Review... understanding how well you are doing compared to the others in your industry (worth £2400)**

**This is a flagship service that has proved itself to be of phenomenal value to those who are lucky enough to use it.**

We will benchmark your business against other businesses in the same industry to see how you are doing compared to your competitors. We will then work through the detailed report with you and come up with an action plan to help you to achieve greater results

The report will:

- ✓ Compare your business to others in your industry, across 19 key performance measures
- ✓ Present those comparisons as both numbers and as colourful graphs
- ✓ Analyse where your strengths and weaknesses are compared to the rest of your industry
- ✓ Suggest an initial action plan for improving your performance in each of those key areas
- ✓ Calculate precisely how much extra in sales, profits and cash those improvements could generate for you over the next 12 months can produce

As a result it will help you to:

- ✓ Discover where to focus your efforts
- ✓ Create an action plan for reclaiming your missing profits
- ✓ Become more successful and profitable

**Benchmarking Review... understanding how well you are doing compared to the others in your industry (worth £2400) is a service that comes as part of our 5\* Star package please request further information we would be delighted to discuss this upgraded service package with you.**