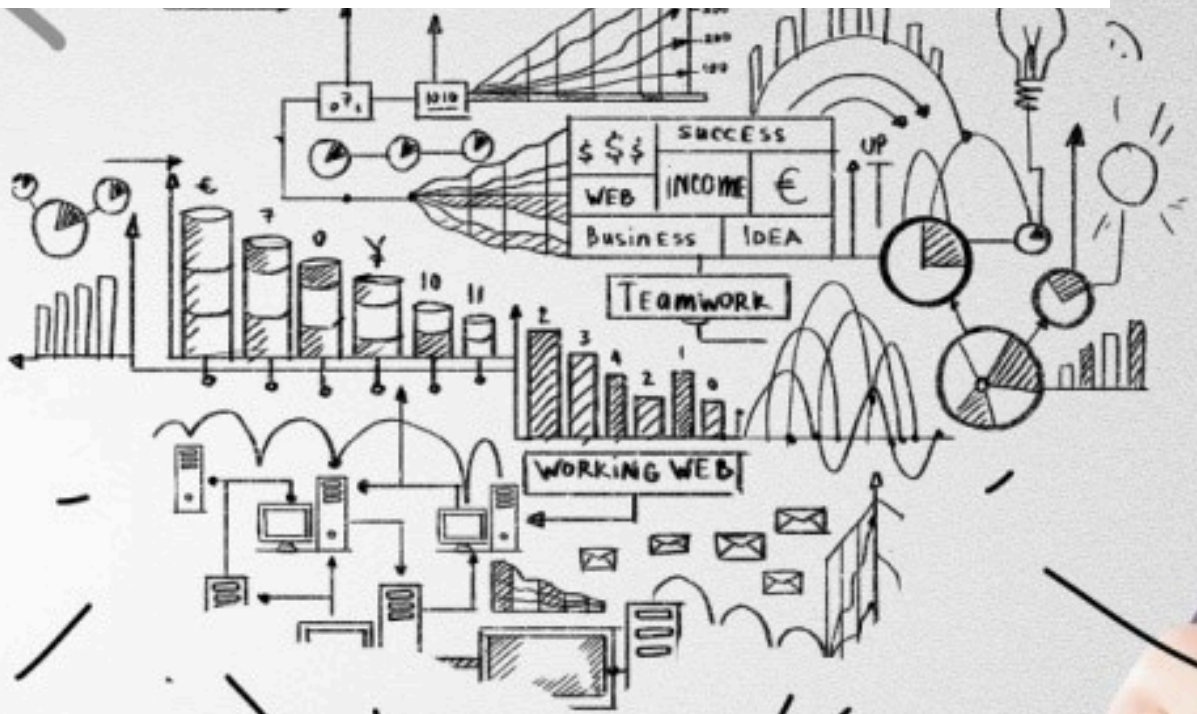


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United Kingdom

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**Outsourcing of  
UK Accounting  
&  
Tax Services**



# Scope of Services

## Book-keeping and VAT

- Day- to -day book –keeping for the clients on Xero, Quick Books & Capium
- Reconciliation of the bank, debtors and creditors
- Preparing VAT returns and submitting them under MTD if required



## Payroll and Pension

- Processing monthly payroll on Capium or Xero
- Leavers and joiners processing on the payroll
- Application of auto enrolment pension scheme (Mainly Smart Pension or NEST)
- Benefits in Kind Return / P11D preparation and submission

## Accounts Production

- Year-end processing and book -keeping on Capium, Xero
- Depreciation calculations and journals posting
- Preparation of accounting schedules for bank, debtors, creditors, fixed assets
- Salary, PAYE/NIC reconciliation with HMRC online
- Preparation of abridged and full unaudited accounts
- Preparation of management information



## Management accounts

- Review and prepare schedules for quarterly management accounts
- Preparation quarterly reconciliations for bank accounts, currency accounts, stocks debtors, creditors
- Review balance sheet and profit & Loss account and prepare commentary
- Prepare projections and cash flows



## Taxation

- Prepare Corporation tax returns (CT600) for the companies
- Prepare and review tax computations for the companies
- Preparation of self-assessment tax returns including overseas income, rental income
- Preparation of Construction Industry Scheme (CIS) returns
- Preparation of accounts for self-employed and partnerships
- Assisting in personal tax planning
- Forecasting tax and dividends for shareholders





Your Outsourcing partner

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