



Thompson Jenner LLP
Chartered Accountants
Business Advisers | Tax Consultants

OUTSOURCING SOLUTIONS

Do you find that too much of your valuable time is spent simply carrying out the day to day administration of your business?

Running your own business is incredibly time consuming and managing a business's finances can be a fulltime job in itself. Our dedicated team of outsourcing professionals can provide business owners with the valuable help and support needed to free up their time by managing many areas of the day to day business administration and financial tasks. These services range from bookkeeping, payroll and Value Added Tax, to providing management accounts, financial reports and budget and cash flow forecasts.

We can ensure that your bookkeeping and accounting records fully comply with current legislation and you are kept aware of any updates or changes. Our specialist staff are always available to give information and advice or provide accurate data and reports, whenever you require them. In addition, as an accounting firm you will also have access to our team of experienced business and tax advisers.

Whatever your needs, from day one we will work with you to assess your outsourcing needs and provide you with a tailor made solution that is efficient, confidential, fully flexible and cost effective.

Our objective is to take away your administrative burden leaving you free to concentrate on running and growing your business. Please take a look at the areas where we can help you with your outsourcing needs.

This factsheet has been written for the general interest of our clients. It provides only an overview of the regulations in force at the date of publication. It is therefore essential to take advice on specific issues. No responsibility for loss occasioned by any person acting or refraining from action as a result of the material contained in this leaflet can be accepted by the firm.

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www.thompson-jenner.co.uk

MANAGEMENT ACCOUNTS

Our outsourcing financial team can produce, analyse and interpret your business information to give you greater control over the running and effective decision making of your business. We can provide:

- Profit and loss statements
- Balance sheet and audit trail
- Sales and purchase ledger
- Annual budget forecasting
- Profit and cash flow forecasts
- Variance reports
- Accruals and prepayment schedules
- Intercompany charges and reconciliations
- Regular and detailed financial reports
- Annual financial report preparation
- Project accounting

BOOKKEEPING

We can relieve you and your staff of a time consuming and erroneous task by taking care of all of your bookkeeping needs. Our service is fully flexible and can be tailored for businesses of all sizes to include:

- Sales invoicing
- Credit control
- Entering sales/purchase ledger
- Preparing trial balances
- Bank account reconciliation
- Credit/debtors reports
- Petty cash entries
- Maintaining fixed asset register
- Stock control
- Setting up accounting systems
- Supply and training of Sage software.

PAYROLL SERVICES

Running a payroll can be a complex, problematic and time-consuming task and with the added burden caused by the introduction of Real Time Information (RTI) and the Auto-Enrolment (AE) requirements, it more than ever makes commercial and financial sense to outsource this work. **Please see our Managed Payroll Solutions factsheet for full details of the payroll services we provide.**

VALUE ADDED TAX (VAT)

VAT is one of the most complicated areas of taxation for business. It can be a significant problem for any registered business ranging from compliance in completing VAT returns to understanding the legislation on specific transactions. We offer a full range of VAT services from the completion of VAT returns to planning in order to minimise any future issues with HM Revenue & Customs (HMRC).

BOARD ADVISORY SERVICE

Growing and running a business brings special challenges and opportunities. Every business needs to consider structure, strategy and performance. Our long experience as business and tax advisers to companies of all sizes means that we can assist business owners with growing and developing their business by working closely with them as trusted advisors.

ONLINE ACCOUNTING

As the internet becomes ever more prevalent in day to day business life, managing your business in the cloud is becoming increasingly attractive. We have experience with most of the major cloud accounting solutions such as Xero and Sage One. We are Xero Certified Advisers and are fully trained to set up Xero and other accounting software packages and provide any training you may need.

MACHINE GAMING DUTY (MGD)

MGD is a tax on gaming machines which places a requirement on businesses which have relevant gaming machines to register and file returns. The process for registration and submissions for MGD can be complicated. You can however appoint someone in the UK to manage your MGD affairs. We are registered for the MGD Agents Service and with your authority, can act on your behalf to assist in your registration process and thereafter ensure compliance of your MGD returns.

Our outsourcing service can be fully tailored to your precise business needs. We are always happy to offer a completely no cost/no obligation initial meeting.



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