



## **Directory of Services Provided**

### **Monthly Transactional Recording**

Using the latest software we will record all your monthly transactions and provide a detailed trial balance for your records. This can be provided in both hard and soft copies for your convenience.

Up to 25 transactions	£10.00
25 to 50 transactions	£15.00
50 to 100 transactions	£20.00
100 to 200 transactions	£35.00
Every 50 transactions over 200	£10.00
Maximum charge:	£75.00

### **Financial Statement Review**

If your financial statements have been prepared by a firm of accountants but you are having trouble understanding them and don't want to have to pay a small fortune for the pleasure, I shall review and explain them in a language you will understand.

We will also give you a briefing as to what the numbers indicate as to the health of your business and calculate basic ratio analysis in order to see where the strengths and weaknesses of your enterprise lie.

Basic financial statement review	£20.00
Ratio Analysis	£10.00

### **Business Reviews**

If your business is not quite as successful as you had hoped and you would like some informal guidance or advice from an outside source as to how to turn things around then we shall be happy to look at your business practices, income and expenditure and offer my advice.

The cost of this service is negotiable.



### **Accounts Preparation**

Our fixed cost accounts preparation service will ensure that your accounts are up to date. These can be produced either monthly or quarterly for internal management services (not for the use of a third party)\*\*

For a set fee you be given a profit and loss account, balance sheet and if requested, a cash flow statement.

Monthly cost: £25.00

Quarterly Cost: £65.00

Cash flow statement preparation will be additional.

Ad hoc reports can be prepared on request.

\*\*Please see notes on "general info" page of the PDDBS website.

### **Limited Company Formation**

In order to set up as a limited company in the UK you will need to send several documents to Companies House. We can prepare these documents for you and complete the company formation process, leaving you free to concentrate on other matters.

The fee for this service depends on how quickly you require your incorporation. Please feel free to call us to discuss.

### **Budgeting & Forecasting**

Every successful business knows what it endeavours its position to be in the immediate future.

We can provide a budgeting and forecasting service, whether it is weekly, monthly, quarterly or annually in order to get and keep you on track.

Weekly service (cash flow or forecast)	£20.00
Monthly service (cash flow or forecast)	£50.00
Quarterly service (cash flow or forecast)	£90.00
Annual service (cash flow, forecast or budget)	£150.00

Any combination of the above is available so please feel free to discuss your needs.



### **Debtor and Creditor Management**

If you are having trouble keeping track of how much money people owe you or you owe them we can help you keep a detailed record and will produce a report either weekly, monthly or quarterly in order to ease your debt management process.

Initial single report (Debtor or Creditor)	£40.00
Initial combined (debtor and creditor report)	£50.00
Subsequent reports	£10.00

### **Bank Reconciliations**

If you provide us with details of all your receipts and payments, we will be able to confirm from your bank statements that your accounts are correct.

For every sales invoice, you must provide us with a receipt and for every purchase, we must have details of the payment, all of which will go through a bank account, credit card account or petty cash account. By reconciling your bank / credit statements with your accounts, we can ensure that all your transactions have been recorded.

Initial bank reconciliation	£40.00
Subsequent weekly reconciliation	£10.00
Subsequent monthly reconciliation	£27.00
Subsequent quarterly reconciliation	£45.00

### **Transaction Processing**

We can produce your invoices for you. This can be done on a weekly or monthly basis to suit the needs of your business, all you have to do is provide the information.

The cost of this service is negotiable.





## **VAT**

Registration for Value Added Tax is mandatory if your turnover exceeds £67,000 in any 12 month period, or if you wish to reclaim vat paid on purchases. This means that every quarter you will need to fill out a VAT return and send it to HM Revenue and Customs.

We can process your registration for VAT and also set up electronic submission of VAT returns which makes life that much easier.

If PDDBS are doing your book keeping, then you can rest assured that the VAT figures will be correct and will be submitted in a timely fashion.

The cost for this service is £70.00 for each quarterly return. The cost of registration for VAT is £40.00

If this service is taken with the monthly transactional reporting option then the cost of preparing your VAT return will be discounted.

## **Business Plans**

If you are starting up in business you will need a Business Plan.

Let us help you put the words and numbers into your Business Plan – and when you're up and running, as part of your business review we can compare your management accounts using variance reports to the performance of the business in comparison to the plan.

The cost of this service can be negotiated.

## **Fixed Monthly Service**

If after our initial meeting you decide that you would like to take up a number of our services we are able to provide a set fee for this, dependant on the number of services required and the level of transactions.

The fee would be negotiable and discounts are available for 6 and 12 month agreements.