



# Small Business & Start-ups Service

Simple fixed priced packages for clients





## Small Business & Start-ups Service

We are approved members of the ICAEW Business Advice Service scheme, offering all start-up and small businesses a free initial consultation and a tailored package of support to suit their needs. We welcome the opportunity to discuss your individual needs and agree the right support package for you.

By outsourcing the necessary finance and accounting tasks to us, you will be able to increase your own efficiency and performance, with no worrying about deadlines and fines.

*Always alongside you, helping you plan successful growth*

### **Simple fixed price packages**

Our packages below give you an indication of our support to enable you to focus on growing your business and to make life as simple as possible for you. They are designed to be flexible and offer you as much or as little help as you need, with no unexpected bills.

### **Right for now and the future**

We have been successful in helping many of our clients with start-up and small businesses, and have been able to grow with them as their needs have changed and help them to plan for the future.

### **About Us**

#### **Professional, Personal, Affordable.**

We are one of the leading, independent chartered accountancy practices in Liverpool. At BWMacfarlane we provide a wide range of accountancy and business support services to organisations and individuals throughout the North of England and beyond. Our experienced and skilled partners and their teams are ready to support you with high quality, individual yet affordable services however complex your personal or business needs.

For more details of how we can help you transform your business, please visit [www.bwm.co.uk](http://www.bwm.co.uk) or call us on 0151 236 1494, or email Andy Oakes at [andy.o@bwm.co.uk](mailto:andy.o@bwm.co.uk)



## **Sole Trader from £95 / month**

### *Includes:*

Advice on getting started and the best structure for your business and to minimise your tax liability, help with bank account set up, VAT registration if required and signposting for helpful legal advice and insurance.

Budgeting and cash-flow forecasting templates to help control and plan your business

Our price includes any general advice throughout the year

### Accounts

- You manage your book-keeping for the business using our easy to use online accounts software
- We will help you to produce monthly or quarterly management information with KPI dashboard
- Completion of a full set of accounts at the year-end for the business
- Quarterly virtual FD review to tie in with quarterly management information

### Tax

- Preparation of the Self-Assessment Tax Return and submission to HMRC
- Preparation of quarterly VAT returns (if required) and on-line submission to HMRC
- Annual tax efficiency recommendations with your draft accounts
- Fee insurance offering protection against tax investigation

Our fees for these services would be:

- £95\* plus VAT per month, paid by direct debit each month

\*Dependent on the number of transactions per month

Additionally we can assist with completion of the monthly payroll for all employees, including year-end filing for just £3.50 (plus VAT) per payslip per month. This is subject to an administration charge and is based on a minimum number of payslips.

## Limited Company from £195 / month

### *Includes:*

Advice on getting started and the best structure for your business and to minimise your tax liability, help with bank account set up, VAT registration if required and signposting for helpful legal advice and insurance.

Budgeting and cash-flow forecasting templates to help control and plan your business

Our price includes any general advice throughout the year

### Accounts

- You manage your book-keeping for the business using our easy to use online accounts software
- We will help you to produce monthly or quarterly management information with KPI dashboard
- Quarterly virtual FD review to tie in with quarterly management information
- Completion of a full set of accounts at the year-end for the company
- Completion of abbreviated accounts for filing purposes
- Assistance with/filing of accounts on behalf of the company

### Tax

- Completion and submission of your corporation tax return
- Preparation of dividend payment documentation (including vouchers)
- Preparation of quarterly VAT returns (if required) and on-line submission to HMRC
- Annual tax efficiency recommendations with your draft accounts
- Preparation of the Self-Assessment Tax Return and submission to HMRC  
(Additional tax returns for directors / spouse etc would be £250 a year each, dependent on complexity or multiple income streams)
- Fee insurance offering protection against tax investigation

Our fees for these services would be:

- £195\* plus VAT per month, paid by direct debit each month

\*dependent on the number of transactions per month

We can assist with completion of the monthly payroll for all employees, including year-end filing for just £3.50 (plus VAT) per payslip per month. This is subject to an administration charge and is based on a minimum number of payslips.