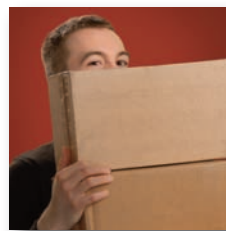




Customer Information



Frequently Asked Questions



We know all about you bookkeepers and accountants. You charge for every little thing, stamps, conversations the lot.....

Whilst it may be true of some companies it is not true of N&B. Once we have ascertained what you need and agreed the services you require, we quote you a charge for our work, There are no extra or hidden costs regarding telephone calls, correspondence or meetings.

It requires a great deal of trust to put my financial paperwork in your hands, how do I know you are any good?

We are AAT (Association of Accounting Technicians) Qualified Bookkeepers, and adhere to professional guidelines for all of our clients. We promote and maintain the standards of bookkeeping as a profession and have all the relevant qualifications.

I'm new in business; I don't suppose you do reduced rates for start-ups do you?

Actually we do like to support new entrepreneurs and will offer you a preferential rate.

"N&B provide an excellent service and are very helpful with good sound advice, they are always willing to help their clients out. We highly recommend them for any New Business venture"

Martin Hindle, Hindesign - www.hindesign.net

And when I grow, what if I want to pass you the Bookkeeping, VAT and Payroll Services?

We are happy to support you in all of these areas as well as helping the financial implications of the CIS Scheme if that is relevant to you. And the more services you place with us the lower your hourly rate becomes.

OK what's the first step?

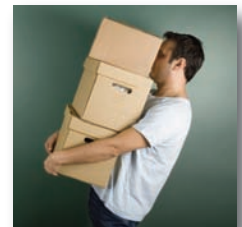
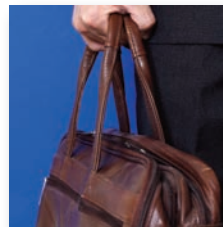
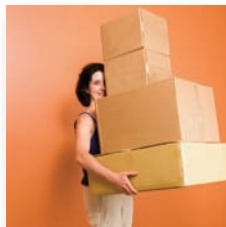
Contact us via the phone numbers or email address below and we will come out and undertake a FREE consultation around your weekly, monthly or annual requirements. If you like us we will then take all your financial paperwork of your hands.....

Happy to take it all off your hands!

Tel: 01489 577745

info@nbbookkeeping.co.uk

Mob: 0777 5775 703



Our Services



Whether you are a sole trader or a busy company, think of us as your virtual accounts department. Why waste time with bits of paper and spreadsheets when you could be out billing? Of course, the downside of us freeing you up to get more business is that you may hit the VAT threshold. Worry not we can help you with that too.

We advise which items can be claimed back against VAT; we make sure your returns are filed on time to avoid fines; and we see that your liabilities are covered before they are finally calculated. And whether you run computerised records OR have lots of paper in a box we can cope (and we won't tell!)

With our support, your business may be doing so well that you have to take staff on! Now we know this can bring its own challenges but payroll need not be one of them because:

- on a monthly or weekly basis, we will calculate all net pay, sick pay, maternity pay, and holiday pay, and provide pay slips for all employees. Forms P45, P60 and other administrative functions are all taken care of.
- on a monthly or quarterly basis, we will complete the PAYE Yellow book calculating the correct liability due.
- we will also complete all Payroll Year End returns and deal with all other Year End matters.

Representing value for money ...

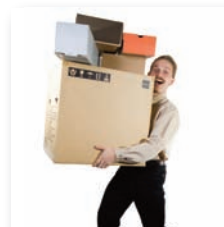
All our fees are agreed in advance and with regard to Payroll we DO NOT CHARGE extra for starters and leavers, sick pay or holiday pay.

Once all of your requirements have been assessed and agreed we set a fee per service, then the more services you pass to us the more we are able to discount. eg: Bookkeeping starts at £99 per month; Bookkeeping plus one service starts at £178 per month and Bookkeeping plus two services is from £267 per month.

There are certainly no unexpected bills for extra time spent on such things as correspondence, telephone calls or meetings it's all part of our service.

Happy to take it all off your hands!

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Self Assessment



In 2008 It was estimated that 10% of the 4.5 million small businesses in the UK would not submit their self assessment tax return form by the 31st January deadline. In 2005-2006, this equated to £84 million in fines.

If you get your tax form in one month after the fine is issued, the Inland Revenue can start adding a 5% surcharge on any outstanding tax, plus commercial interest. After that, the tax man can estimate your tax liability, which is unlikely to be in your favour.

From £199 our self assessment service will save you time, worry and potential fines - you simply need to provide us with the following:

For Employed people

1. Any employment records i.e. P60, P11D etc.
2. Dividend Tax Certificate and Interest Certificates from any financial institution you have derived interest from.
3. Details of contributions to personal pensions.
4. Any other records of income or allowable expenses.

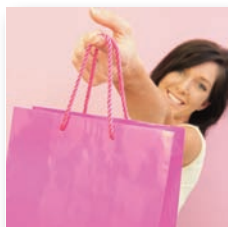
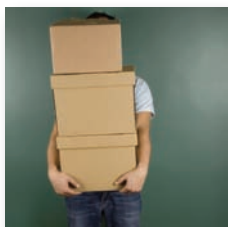
For Self-employed people

1. Bank Statements, Cheque book counterfoils, deposit books and details of turnover.
2. Details of Business Expenditure.
3. For businesses with a turnover of over £15,000, an analysis of expenditure.
4. Dividend Tax Certificate and Interest Certificates from any financial institution you have derived interest from.
5. Details of contributions to personal pensions.
6. Any other records of income or allowable expenses.

We are a family firm with a reputation for providing accurate, timely and professional accounting information. Rest assured you will enjoy the full benefit of our reliability, attention to detail and customer service!

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If you need CIS.....



As you probably know the CIS scheme covers all businesses and other concerns that work in the construction industry. These include companies, partnerships and self-employed individuals and cover contractors, subcontractors and those acting in the dual capacity of contractors AND subcontractors. In April 2007 a new CIS scheme was introduced and to be honest it's a lot of work so you may find it easier to pass it to us!

Making deductions from payments

Having registered under the Scheme, all payments made from contractors to subcontractors, must take account of the subcontractors' tax status. This may require the contractor to make a deduction, which they then pay from that part of the payment that does not represent the cost of materials incurred by the subcontractor.

If no deduction is required, the contractor can make the payment to the subcontractor in full.

If a deduction is required, the contractor must:

- calculate the deduction
- make the deduction
- record details of the payment, materials and deduction
- make the net payment to the subcontractor
- complete and give the appropriate statement of deduction to the subcontractor.

The deduction rates for the new scheme are 20 per cent for subcontractors registered with HMRC for payment under deduction and 30 per cent for those not registered.

Returns

By the 19th of each month, contractors must send a complete return of all the payments they have made within the Scheme or report that they have made no payments. The return will include:

- details of the subcontractors
- details of the payments made, and any deductions withheld
- a declaration that the employment status of all subcontractors has been considered
- a declaration that all subcontractors that need to be verified have been verified.

Contractors who miss this deadline for whatever reason will be charged an automatic penalty of at least £100.

Happy to take it all off your hands!

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