



# *Business Support Services*

Our experience in the small medium enterprise sector suggests that business owner-managers should consider seriously whether getting involved in back-office admin is the best use of their time. You are your business's most valuable asset so why not outsource many administrative tasks and free up your valuable time to concentrate on your core business.

*Accounting for your Success*

[www.whitingandpartners.co.uk](http://www.whitingandpartners.co.uk)

**WHITING  
&  
PARTNERS**  
Chartered Accountants &  
Business Advisers



## Whiting & Partners Business Support Services

- *Bookkeeping*
- *VAT*
- *Payroll*
- *Management accounting*
- *Quasi-FD role*

'What are the latest PAYE rules for this particular situation?

How much VAT is due for last quarter?

What is my current monthly breakeven turnover?

What amounts are currently owed by customers?

Is this year's performance better or worse than last year?

Will I need to extend the overdraft facility next month?'

Recognise these typical SME issues?

Here's how we can help:

### Bookkeeping

- Maintain your accounting records on computerised software at your premises or from our office
- Provide ad hoc support for issues on your Sage or other software
- Set up a web-hosted bookkeeping system to provide a 'cloud' accounting solution that can be maintained and interrogated from multiple locations

### VAT

- Ensure that you are on the VAT scheme that best suits you
- Capture all your VAT transactions to produce an accurate return which is e-submitted to HMRC before the filing deadline

### Payroll

- Run your payroll, to produce net pay and tax/ NIC payment calculations and payslips
- Produce an e-submission of all periodic and year-end payroll returns
- Arranging electronic payment to your staff
- Providing ad hoc support on all payroll related issues

### Management accounting

- Producing management accounts from your computerised accounting records.
- Presentation of interim financial information in your preferred format

### Quasi-FD role

Assist with the interpretation of management information extrapolated from the accounts. Although the owner-manager may be fully aware of turnover and cash performance, further useful information can also be gained from interpretation of various financial areas.



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