

# Accountancy Services and Book Keeping



Location

**South East, Kent**
<https://www.freeadsz.co.uk/x-550800-z>

## Bookkeeping

For most new business Bookkeeping can be a hassle so please let me handle your paperwork and you won't have to worry, allowing you to concentrate on the important aspects of your business. Send me your invoices, expenses and bank statements in monthly batches allowing me to provide you with advice on how you could be saving money.

## VAT

If your turnover is over the threshold or you want to register to make your business appear more credible I can take care of the registration process and handle your quarterly VAT returns.

## Payroll

With all the payroll regulations it can be tough to keep track. I can help keep you in order with HMRC by ensuring all the correct reports are submitted on time.

## Tax Returns

I can help you complete your returns and plan to be tax efficient. I can liaise with HMRC on your behalf and ensure you are left to run your business with the minimum of compliance hassle.

## CIS Returns

There are heavy fines for failing to keep sufficient CIS records and I can help you avoid these by registering you as a contractor, verifying any subcontractors you use and informing HMRC how much you have paid them on a monthly basis.

## Company Accounts

I can prepare and file your annual accounts on time in the correct format with HMRC and Companies House.

Companies House Confirmation Statement  
From 2016 your company secretary are required to complete your Confirmation Statement online. Directors are responsible for the information provided.

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