



GUIDANCE NOTES

Because no one size fits all we offer four packages to choose from. To help you decide which package best suits you and your business, please find below a breakdown of each package and what is included:

TRADING – ESSENTIAL

This serves as the basic package for a sole trader or partnership where we simply keep you up to date with HMRC.

Our responsibilities:

- We will provide you with a Xero Software Account to complete your bookkeeping
- We will act as your HMRC Authorised Tax Agent, saving you the time and stress of ever contacting HMRC direct
- We will complete Full Financial Accounts (taken from your Xero Software Account information)
- We will complete and submit to HMRC your annual Self-Assessment Tax Return
- We will notify you of what tax there is to pay and when it is payable

Your responsibilities:

- **You will complete the Bookkeeping (using the Xero Software Account).** It is this information that we use to complete your Full Financial Accounts and the subsequent Self-Assessment Tax Return. **Please refer to the “Required Bookkeeping Standard” checklist on the final page to learn more about the required level of record keeping.**
- You will provide the relevant records (via delivery, post or Box.com) following the receipt of our “Books & Records Checklist” at your trading year end
- You will provide the relevant information (via delivery, post or Box.com) following the receipt of our “Self-Assessment Information Checklist” at the tax year end

*(IMPORTANT – If you are trading as a Partnership you need to also select the Partnership Tax Return within **ADDITIONAL SERVICES**)*



TRADING – PREMIUM

This added value package is for sole traders and partnerships, taking away all your financial headaches and enabling you to simply concentrate on building your business.

Our responsibilities:

- We will provide you with a Xero Software Account log in to view your financial performance whenever you want
- We will act as your HMRC Authorised Tax Agent, saving you the time and stress of ever contacting HMRC direct
- **We will complete all of the Bookkeeping on your behalf (on a quarterly basis) supplying Management Reports that summarise your periodic financial performance**
- We will complete Full Financial Accounts (taken from your Xero Software Account information)
- We will complete and submit to HMRC your annual Self-Assessment Tax Return
- We will notify you of what tax there is to pay and when it is payable
- **We will complete a Tax Planning Review that is bespoke to you and your business, detailing what ways you can pay less tax in the next financial year**

Your responsibilities:

- You will provide the relevant records (via delivery, post or Box.com) following the receipt of our “Books & Records Checklist” at each quarter end.
- You will provide the relevant information (via delivery, post or Box.com) following the receipt of our “Self-Assessment Information Checklist” at the tax year end

(IMPORTANT – If you trading as a Partnership you need to also select the Partnership Tax Return within ADDITIONAL SERVICES)



COMPANY – ESSENTIAL

This is the basic package for limited companies whereby our sole responsibility is to complete and submit all the required financial documents to Companies House and HMRC on your behalf.

Our responsibilities:

- We will provide you with a Xero Software Account to complete your bookkeeping
- We will act as your HMRC Authorised Tax Agent, saving you the time and stress of ever contacting HMRC direct
- We will take care of all Company Secretarial services (eg. Confirmation Statements filed at Companies House, dividend vouchers, board minutes etc.)
- We will complete Full Financial Accounts (taken from your Xero Software Account information)
- We will complete Abridged Financial Accounts (filed at Companies House)
- We will file your Corporation Tax Return with HMRC
- We will offer an Annual Year End Meeting on completion of the company accounts, to help you understand those complex numbers and in turn provide financial and tax advice to help you move forward
- We will complete and submit to HMRC your annual Self-Assessment Tax Return
- We will notify you of what tax there is to pay (for both your company and you as an individual) and when it is payable

Your responsibilities:

- **You will complete the Bookkeeping (using the Xero Software Account).** It is this information that we then use to complete the Full Financial Accounts, Abridged Financial Accounts, Corporation Tax Return and your Self-Assessment Tax Return. **Please refer to the “Required Bookkeeping Standard” checklist on the final page to learn more about the required level of record keeping.** You will provide the relevant records (via delivery, post or Box.com) following the receipt of our “Books & Records Checklist” at your company year end
- You will provide the relevant information (via delivery, post or Box.com) following the receipt of our “Self-Assessment Information Checklist” at the tax year end

(IMPORTANT – If your company manages a Payroll, you will need to select this service within ADDITIONAL SERVICES)



COMPANY – PREMIUM

This top level package is for limited companies where we fully manage your financial duties and disclosures, acting as your financial controller and in turn providing timely, accurate and relevant information so that you can maximise your profits whilst planning ahead for those tax bills.

Our responsibilities:

- We will provide you with a Xero Software Account to complete your bookkeeping
- We will act as your HMRC Authorised Tax Agent, saving you the time and stress of ever contacting HMRC direct
- **We will complete all of the Bookkeeping on your behalf (on a quarterly basis) supplying Management Reports that summarise your periodic financial performance**
- We will take care of all Company Secretarial services (eg. Confirmation Statements filed at Companies House, dividend vouchers, board minutes etc.)
- We will complete Full Financial Accounts (taken from your Xero Software Account information)
- We will complete Abridged Financial Accounts (filed at Companies House)
- We will file your Corporation Tax Return with HMRC
- We will offer an Annual Year End Meeting on completion of the company accounts, to help you understand those complex numbers and in turn provide financial and tax advice to help you move forward
- We will complete and submit to HMRC your annual Self-Assessment Tax Return
- We will notify you of what tax there is to pay (for both your company and you as an individual) and when it is payable
- **We will complete a Tax Planning Review that is bespoke to you and your business, detailing what ways you can pay less tax in the next financial year**
- **We will supply a Business Systems Builder software licence to empower you to create internal systems that in turn improve your efficiency, profitability and business value**

Your responsibilities:

- You will provide the relevant records (via delivery, post or Box.com) following the receipt of our “Books & Records Checklist” at your company year end
- You will provide the relevant information (via delivery, post or Box.com) following the receipt of our “Self-Assessment Information Checklist” at the tax year end

(IMPORTANT – If your company manages a Payroll, you will need to select this service within ADDITIONAL SERVICES)



ADDITIONAL SERVICES

Our job is to help you achieve more, and to end please find below some explanations of key one-off services that accompany our package offers to help you plan for a better future;

Benchmark Report – through co-funded research we have are able to anonymously compare your financial results against your competitors providing data on industry gross profit, overheads, rate of return and many more statistics.

Auto-Enrolment Support - introduced by the Government, all employers with a payroll must set-up and maintain a company pension scheme by a pre-determined date bespoke to you. Failure to comply with these new regulations impose heavy fines and penalties. For further guidance and a quote on the procedures necessary to facilitate this service on your behalf just give us a call.

Business Plan – For any new business, planning for the future is essential in order to achieve long term success. Within our business plan, not only do we include financial data (eg. Cashflow forecast), but we also include industry analysis and trends enabling you to gain that vital head start and avoid those common pitfalls.

OUR GUARANTEE

For ALL packages you have a Dedicated Account Manager via phone and email to provide that financial support for you and your business. No matter whether it is checking a tax rate or discussing a new project we are here to help.

HOW DO I BOOK?

Booking with TCAC couldn't be easier!

Just click “**JOIN**” at the bottom of the “Service Level” you wish to purchase, at which point a pop up box will appear asking for a few contact and business details in order for our team to be able to send out the right information tailored to your business.

Alternatively should you wish to discuss anything, please feel free to contact us via email or telephone.



The Catering Accounting Company – Required Bookkeeping Standard

At TCAC it is our commitment to offer flexible, transparent and fixed fees for all clients. To that end our “Essential” price plans give you the opportunity to reduce your costs with us by completing the bookkeeping yourself. In taking on this work it is only right to let you know what is required, therefore please use this chart below as a checklist to ensure that your bookkeeping meets the required standard.

	<i>Required Standard of bookkeeping</i>	Posting of all cash and bank transactions	Posting of all sales and purchase transactions	Reconciliation of closing cash and bank balances	Reconciled Sales and Purchase ledgers	All records are filed in a sensible, easy to find way
SERVICE LEVELS						
TRADING – ESSENTIAL		✓	✓	✓	✓	✓
COMPANY – ESSENTIAL		✓	✓	✓	✓	✓