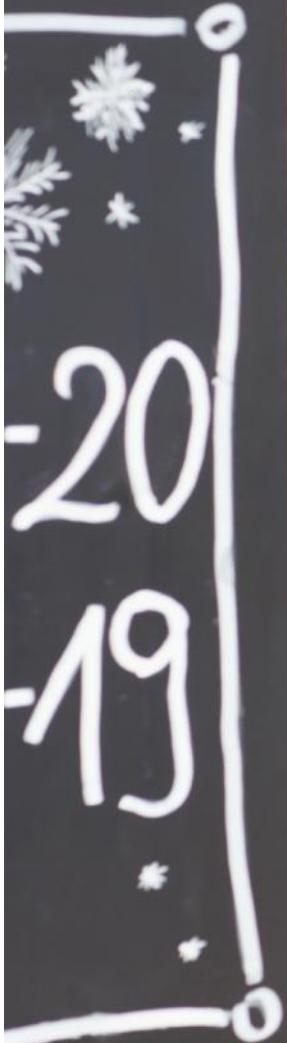


**Fixed Price
Accounting for
your Business**





Spend more time doing what you're good at

... running your business

Leave the boring stuff to us...

Have you had enough of catching up with your business paperwork in the evenings and weekends?

Then let us help...

No more hassle with expenses, receipts, purchase invoices or bank reconciliations.

With our fixed price Ice Package, we will deal with all your paperwork.

End of year accounts and tax returns

Dealing with HMRC and Companies House can be stressful, frustrating and hugely time consuming.

Leave it all to us; we will take the stress by:

- Preparing your year-end accounts and tax returns
- Submitting your year-end accounts to Companies House (Ltd Companies)
- Preparing and submitting your Company Corporation Tax Returns to HMRC (Ltd Companies)
- Preparing dividend paperwork and tax vouchers (Ltd Companies)
- Submitting forms P11d to HMRC
- Telephone or email support and advice from a **qualified** accountant, whether it's day to day bookkeeping questions, advice on VAT, payroll or general business advice we're just at the end of the phone
- Dealing with HMRC on your behalf

It's all included in the price...

Bookkeeping



Spend more time with family and friends – leave the bookkeeping to us...

With our fixed price Ice Package, we will deal with the paperwork.

- **Receipts & Purchase Invoices:**

- There's no need to keep bag loads of paper until your year-end. Just send your receipts & bills to us once a month and we'll deal with them. You can use our app to send us a picture of the receipts, forward them by email, or just pop them all in an envelope and post them to us. We'll process them and you'll have access to up to date information when you need it.

- **Sales Invoices:**

- Instead of using word, excel or separate software to raise invoices, just log in to our cloud based software (from anywhere in the world) and issue invoices on the go. With our fully integrated system you don't even need to keep a paper copy and you can see at a glance who owes you money and what needs to be paid.

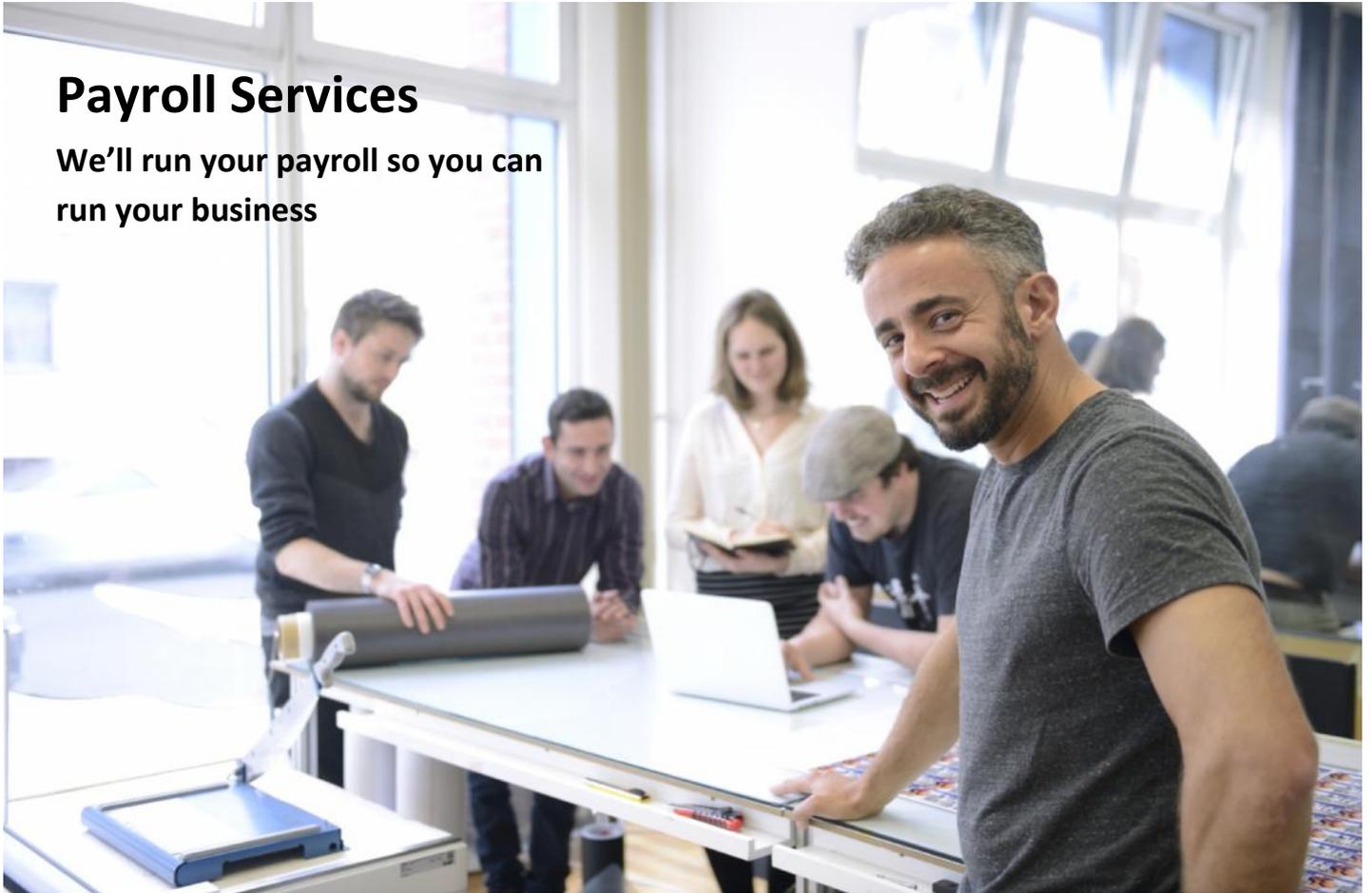
- **VAT Returns:**

- We will prepare and submit your quarterly VAT returns to HMRC

It's all included in the price...

Payroll Services

We'll run your payroll so you can
run your business



Running payroll can be complex, let us simplify things.

- We'll calculate PAYE, NI liabilities, process holiday pay, tax codes and deal with absence, maternity and paternity leave.
- We'll ensure your payroll complies with HMRC regulations for real-time information (RTI).
- We'll agree a timetable with you and give you the figures in plenty of time before pay day.
- Whether you pay regular salaries, pay by the hour or include commission and bonuses it's all part of the package.
- We'll produce payslips, annual P60s and P45s. We'll even set your employees up with their own online portal to access their Payslips, to save you time.

It's all included in the price...



HR & Legal Helpline

Employment Advice

Employment legislation can be a minefield and an incorrect decision could put your business at risk.

We offer an advice line to help you ensure your business remains compliant.

- Recruitment advice on contracts, holiday entitlement, sickness and much more
- Discrimination
- Appraisal and Disciplinary Procedures

Business Legal Helpline

As an Ice Accounting client you will receive unlimited access to a Business Legal Helpline. This is a 24-hour, 365 day a year telephone advice service manned by a highly experienced team of advisors consisting of lawyers, barristers and solicitors.

- Commercial legal issues
- Health and Safety assessments and procedures
- Debt Recovery
- Dealing with complaint letters
- Small Claims Court Procedures

It's all included in the price...

Auto Enrolment (Workplace Pensions)

One less headache

Calculating pension eligibility, deductions and ensuring you comply with the regulations is a worry to most small businesses.

If you have Auto Enrolment responsibilities (most businesses do) we can add our auto Enrolment Service to your Ice Package.

We will:

- **provide forecasts so that you know what to expect**
- **set up your pension scheme**
- **assess your workforce for eligibility each pay period**
- **take care of the communications which must be provided by law**
- **calculate the deductions and provide you with the figures**

Management Reports 24/7

See how your business is performing and plan for the future



Having clear, easily understandable information about how your business is performing will help you make the right financial decisions for your business.

With our fixed price Ice Package you will have:

- Access to detailed management reports for your business 24 hours a day, 365 days a year, covering cash flow, profit and loss, balance sheet and outstanding sales or purchase invoices.

HMRC inspections

We'll deal with HMRC on your behalf.

HMRC inspections can be hugely worrying. Compiling the records and other information required for the inspectors can be time consuming and stressful, that's why we handle HMRC inspections as part of your fixed-price package.

When it comes to an inspection, we'll deal with all the HMRC letters and telephone calls, leaving you free to run your business



Company Secretarial (Ltd Companies)

Avoid Penalties and keep up to date

- Preparation and submission of the annual confirmation statement to Companies House
- Appointments and resignation of directors
- Allotment of new shares, transfers of shares or creating new share classes
- Changes in registered office address
- Annual submission of financial statements to Companies House



It's easy to move to us...

Changing accountants doesn't need to be difficult; we'll take care of it

All it takes to move to us is an email or letter to your existing accountant to authorise the transfer of information (we'll even give you a template).

After that, we'll take care of everything.

We'll take your existing records and transfer them to our system and we'll keep in touch at each stage to let you know what's happening.

What does it cost?

The cost of our all-inclusive Ice Accounting Package varies depending on the size of your business and the quality of information we receive; contact us today for a personalised quote.

Call us today on 0141 958 1272 for a personalised quote or

email: admin@jcwallace.co.uk

Smart Phone App

We have our own smart phone app which is free to download from the apple or android app stores.

This gives you one place to access your receipt scanning, cloud bookkeeping and other software.

It also has a mileage tracker and other useful information including access to our secure portal and employee payslips (where we operate your payroll).

Cloud Software

We would be delighted to speak to you about some of the cloud software available.

We are QuickBooks Online and ReceiptBank partners but we also work regularly with other software providers ensuring the best solution for your needs.

Speak to us about a demonstration of how the products work and the benefits to you and your business.





Contact Us

 www.jcwallace.co.uk

 0141 958 1272

 admin@jcwallace.co.uk

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