

Book Keeping Services



Features:

A bookkeeping service is provided as part of the monthly business support fee. The main aim of the bookkeeping service is to provide quarterly management accounts to assist your business mentor / buddy and facilitate the keeping of good financial records.

Our 'free' bookkeeping service is staged inline with the monthly business support fee paid. The total number of hours available to clients is shown below. This time will be divided between bookkeeping and mentoring support depending on the clients needs.

Loan Amount	Monthly Business Support Fee	Total Annual Hours of Business Support
£500 to £10,000	£ 112.50	30
£10,001 to £20,000	£ 165.00	44
Above £20,001	£ 225.00	60

Clients that require time over and above this shall be charged at £ 20.00 per hour for bookkeeping.

It is a compulsory requirement of the loan to provide your mentor / business buddy with quarterly management accounts. To reduce your costs we encourage clients to maintain good record keeping essentially reducing the book keeper's time.

Our bookkeeping services include the following:-

- Posting sales / purchases invoices to Sage software / Microsoft Excel
- Bank / cash reconciliation
- Input calculations of loan interest / depreciation
- Input wages / VAT control accounts
- Journal charges to correct expense / balance sheet category

The Business Enterprise Fund can only assist clients with VAT returns providing all information is received four weeks prior to submission date.

For loans over £10,001 we will provide a copy of Sage Instant Accounting and support in learning how to use it.

Requires two Guarantors/ Signatories to the loan

Additional Chargeable Services:

Payroll

Number of Employees / Directors	£ per month	£ per week
1 Director no staff	£ 10.00	
Up to 5	£ 30.00	£ 7.00
Up to 10	£ 35.00	£ 8.00
Up to 15	£ 40.00	£ 9.50

End of year payroll P35



Book Keeping Services



This is essential at the end of the financial year for all employers offering payroll. The charge for this service for year end 2008 /09 will be:

	Fixed Fee
If BEF have processed payroll in year	£ 35.00
If BEF have not processed payroll in year	£ 50.00

Business Enterprise Fund will file your year end online – HMRC offers a £75.00 tax free incentive for online filing for 2008/09 which you as the client will receive.

(Please note BEF will not complete P11d's)

CIS Returns

Sub contractor payslips and CIS monthly returns from £25 per month

Accounts for 3rd parties i.e. bank managers / investors

Our bookkeeping service provides quarterly management accounts. We do not accept responsibility for providing information to 3rd parties. Where a client requires accounts outside the normal quarter a charge of £ 25.00 will be applied. Unless a minimum of four weeks notice is given in writing the Business Enterprise cannot guarantee timely delivery of management accounts.

Tax Advice / Year End Accounts

Our bookkeeping service is meant to assist you in managing your business. You will at all times retain responsibility for the fulfilment of all statutory obligations. We will assist you where we can.

Disclaimer: The information in this sheet was correct at the time it was posted. You must always take independent legal advice when considering taking a loan. Failure to make payments can lead to adverse credit data and action may be taken through the courts for the recovery of the loan. Our loan agreements give us the right to attach the cost of any recovery for the loan directly from you. All our loans are personal loans for business purposes and you are personally liable for any defaults even if the business fails. The mentoring part of the loan constitutes a legal agreement also; it is a compulsory element of our service and is a chargeable item.

