



Independent Examiners
Charity Services

OUR NEW 2012 PACKAGE

BOOKKEEPING SERVICE

+

INDEPENDENT EXAMINATION

+

EVALUATION SERVICE



BOOKKEEPING SERVICE
+
INDEPENDENT EXAMINATION
+
EVALUATION SERVICE

**ALL FROM JUST £131.00 inc. VAT PER
CALENDAR MONTH**

SOME BACKGROUND ON WHO WE ARE:

Independent Examiners was established around 14 years ago following the changes in charity law that required charity accounts to be prepared to certain standards and independently examined.

Since then we have expanded to a small team of specialists looking after just over 800 clients. We have developed the experience and expertise to provide a first class service with a team of specialists each one providing high quality service in their field. We are happy to provide references from any number of our satisfied clients.

OUR PROMISE TO YOU:

- We agree any fees for our services in advance.
- Free Telephone Helpline Service.
- Briefing Sheets on a variety of Charity issues.
- Regular free Bulletin for the Charity sector.
- Free Support e mail service.



STARTING FROM JUST £131.00 inc. VAT PER CALENDAR MONTH

RECEIPTS AND PAYMENTS BOOKKEEPING SERVICE

BOOKKEEPING SERVICE

- Monthly management accounts.
- Simple Year end accounts which conform to the Charity Commission requirements.
- Annual accounts submitted to the appropriate legal entities.

THE INDEPENDENT EXAMINATION

- Signed off accounts at the appropriate level up to £250,000
- Accredited Examiner with the Association of Charity Independent Examiners.

FREE EVALUATION SERVICE

- We offer a free Evaluation Service where our team of Charity Specialists will review your procedures.

ACCRUALS BOOKKEEPING SERVICE

BOOKKEEPING SERVICE

- Monthly management accounts.
- Simple Year end accounts which conform to the Charity Commission and Companies House requirements.
- Annual accounts submitted to the appropriate legal entities.

THE INDEPENDENT EXAMINATION

- Signed off accounts at the appropriate level up to £500,000.
- Accredited Examiner with the Association of Charity Independent Examiners.

FREE EVALUATION SERVICE

- We offer a free Evaluation Service where our team of Charity Specialists will review your procedures.



WHAT WE DO FOR YOU

Our **Receipts and Payments Bookkeeping and Accruals Bookkeeping** service follows the following process:

- you instruct the bank to send us a copy of your statements;
- you keep records of the monthly receipts and payments in a pre-arranged format and send them to us in a 'batch' together with copies of the supporting documentation (invoices etc.);
- we will then enter the receipts and payments onto the Paxton Charity Accounting basic computerised accounts package;
- we will reconcile the bank and funds and e mail you reports for your files;
- carry out an Independent Examination on the financial reports produced from the accounting software;
- all communication carried out electronically;
- we offer a free Evaluation Service where our team of Charity Specialists will review your procedures;

OUR FEES

Receipts and Payments Deal 2012 - Up to 20 Transactions a month £131.00 inc.vat.

Receipts and Payments Deal 2012 - Up to 60 Transactions a month £197.00 inc.vat.

Receipts and Payments Deal 2012 - Up to 120 Transactions a month £329.00 inc.vat.

Receipts and Payments Deal 2012 - Up to 250 Transactions a month £593.00 inc.vat.

Accruals Deal 2012 - Up to 20 Transactions a month £147.00 inc.vat.

Accruals Deal 2012 - Up to 60 Transactions a month £230.00 inc. vat.

Accruals Deal 2012 - Up to 120 Transactions a month £395.00 inc.vat.

Accruals Deal 2012 - Up to 250 Transactions a month £725.00 inc.vat.

Fees quoted are on the bookkeeping activity in the last financial period, VAT registered charities and any exceptional items may be subject to an additional fee and we would contact you.

The fees are based on a full financial year; any backdated inputs will be subject to an additional fee



EMPLOYMENT SERVICE

- Set up PAYE Scheme
- Payroll calculated either weekly or monthly
- Printed documentation sent to your registered address

We will contact the Inland Revenue and set up your payroll account.

Notify us of any changes to the pay run by the 5th or the 15th of the month.

Your payroll service includes:

- Setting up a payroll account with the Inland Revenue.
- Prepare from the information supplied to us: pay slips, maintain p11, holiday and sick pay records.
- Prepare monthly calculations of PAYE and National Insurance payments and inform you of these amounts.
- Include any leavers records.
- Complete all the yearend work for the Inland Revenue, including P35, P14, s and P60's for you to distribute to your employees.

Payments of expenses and benefits are charged for separately.

Our fees for this service are as follows:

- First pay slip £20.00 plus VAT.
- Each additional pay slip £10.00 plus VAT.

Any additional work which falls outside the normal scope of payroll (including P11d issues) will be charged at a rate of £50.00 per hour plus vat. You will always be advised of any additional work that is chargeable, prior to commencement of any such work.

HR RESOURCES

- Professional HR advice which is affordable, reliable and quick
- Annual HR Management Subscription: £199.99 plus VAT

HR Areas Covered:

- Terms and conditions of employment
- Training and development
- Policies and Procedures
- Discipline and Grievance
- Absence management
- Termination of employment
- Staff and management training

OUR BESPOKE RANGE OF SERVICES





THE PREMIER INDEPENDENT EXAMINATION SERVICE

Our core service is the end of year accounts. These are prepared to conform to the Charity Commission SORP 2005 and where required also to those of Companies House, and are signed off at the appropriate level. We work to a 28 day turnaround.

Every client has a personal contact manager who stays in close contact all the time.

Fully compliant accounts with comprehensive notes prepared to our high standards incorporating your annual report. Our fee for preparing year-end accounts is based on previous year's turnover and on how much work is involved. There is an interest free monthly payment option at no extra cost.

Advice and support available on the operational aspects of your organisation, free access to all our charity briefing sheets, and reduced fees available on other services.

PREMIER GIFT AID SERVICES

A Charity can claim UK basic rate tax on Gift Aid donations made by an individual who pays tax on or after 6th April 2000, whatever the amount of the donations. This is dependent on when the charity was registered.

At Gift Aid Solutions we can claim the tax back from the Inland Revenue on your behalf.

We can help you immediately as we have a gift aid recovery service where claims have got behind or your records need sorting out.

The fee is 10% of the tax claimed from the Inland Revenue. Gift Aid Solutions will act as nominee and our fee is deducted from the claim then payment forwarded to the Charity. Any consultancy work will be charged at £35 per hour.

A set up fee may be charged depending on work involved and would be agreed before work commenced.

We reserve the right to charge a handover fee (based on our standard hourly rate).

Advice and support available on the operational aspects of your organisation, free access to all our charity briefing sheets, and reduced fees available on other services.

This can be added to your normal data entry but would be subject to a set up fee.



PREMIER BOOKKEEPING SERVICE

We can manage the whole process with our **Premier Bookkeeping** service, providing you with a virtual office to remove the stress and strain of trying to juggle paperwork that can so often become a nightmare.

Our premium bookkeeping service includes:

- receiving your post for you;
- depositing your cheques;
- paying your bills;
- setting up a PO Box address (if required);
- standard procedures to follow for all transactions;

Fees for our **Premium Bookkeeping** service are dependent on your exact requirements through detailed discussions.

With all of our bookkeeping clients we charge a one off set up fee, payable in advance, (this is to cover software license charges and our administration set up costs).

We have a full set up pack in the office for our bookkeeping clients which includes general financial control notes, the receipts and payments record sheets with full notes on completion of our batch forms, and a common category list. We will ensure you are happy with all our procedures before commencement of any work.

Our electronic documentation service ensures that any documentation you send us will be scanned and retained for the duration of the service provided.

We can also advise you on VAT and Corporation Tax if required.

CHARITY FORMATION:

If you plan to set up a new charity, you currently have a choice between two main structures.

- a) The Charitable Trust (with a Declaration of Trust or Trust Deed as the constituting document) or
- b) A Charitable Company limited by guarantee (governed by Memorandum and Articles of Association)

Both are equally charities, they simply have different legal structures. Both can provide the full range of charitable objects and powers that you may need. With either structure, the trustees remain subject to general charity law and must always act with appropriate care and must keep within the charitable objects and powers. Trustees (directors) of a charitable company are, of course, also subject to the Companies Acts and various company law requirements.



Advice and support available on the operational aspects of your organisation, free access to all our charity briefing sheets, and reduced fees available on other services.

CONSULTANCY AND TRAINING SERVICES

Training

- To agree In advance a course of training dependent on the requirements of the Organisation.
- To provide a training manual to back up the information supplied.

Courses include

- Trustees roles and responsibilities.
- The Independent Examiner.
- Book keeping at Basic, Intermediate and Advanced level.

Paxton Consultancy

- To provide initially a brief overview in relation to the query. These guidelines are only general and professional advice should be sought on a specific matter.
- If further investigation is required an hourly fee will be charged.

Mediation

Any visits and meetings to take place in an agreed venue with a fee agreed in advance.

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