

INTRO **D**UCING
THE

IND **E**PENDENT

EX **A**MINERS

L_{TD}

2010





Independent Examiners

www.iel.org.uk

We would like to introduce you to our DEAL 2010 including bookkeeping service, independent examination and evaluation service.

SOME BACKGROUND ON WHO WE ARE:

We set up around 14 years ago following the changes in charity law that required 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



DEAL 2010

STARTING FROM JUST £99 +VAT PER CALENDAR MONTH

OUR SERVICE INCLUDES:

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 2010 - Up to 20 Transactions a month £99.00 + vat.

Receipts and Payments Deal 2010 - Up to 60 Transactions a month £149.00 + vat.

Receipts and Payments Deal 2010 - Up to 120 Transactions a month £249.00 + vat.

Receipts and Payments Deal 2010 - Up to 250 Transactions a month £449.00 + vat.

Accruals Deal 2010 - Up to 20 Transactions a month £111.50 + vat.

Accruals Deal 2010 - Up to 60 Transactions a month £174.00 + vat.

Accruals Deal 2010 - Up to 120 Transactions a month £299.00 + vat.

Accruals Deal 2010 - Up to 250 Transactions a month £549.00 + vat.

Fees quoted are on the bookkeeping activity in the last financial period, 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



NEED AN ADDITIONAL SERVICE

EMPLOYMENT SERVICE

- Set up PAYE Scheme
- Payroll calculated either weekly or monthly
- Printed documentation sent to your registered address
- Fees - First pay slip £20.00 plus vat each additional pay slip £10.00 plus vat

HR RESOURCES

- Professional HR advice which is affordable, reliable and quick
- E mail and Telephone Support annual advice service £74.99 per year.

EMPLOYMENT SERVICE

We will contact the Inland Revenue to set up your payroll account

Our normal time schedule is that:

We are to be advised of any changes to the pay run by the 5th or the 15th of the month.

Our service is to:

make initial contact with the Inland Revenue and set up a payroll account with them; prepare from the information supplied to us, the pay slips for the staff, maintain p11 records, holiday and sick pay records.

We Prepare monthly calculations of PAYE and National Insurance payments and inform you of these amounts,

We will also include any leavers records and the completion of all the year end work for the Inland Revenue, including P35, P14, s and P60's for you to distribute to your employees. If you have any payments of expenses and benefits this is 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.

We do reserve the right to make a additional charge for any work which falls outside the normal scope of payroll including P11d issues. We will charge £50.00 per hour plus vat and you will be advised of this prior to commencement of any work.

HR RESOURCES

Professional HR advice which is affordable, reliable and quick

Areas Covered:

- Employment Law advice
- Contracts of Employment
- Redundancy
- Discipline and Grievance
- Appraisal Workshops
- Leadership and Management
- Staff Handbooks

Bespoke service is available and a fee is agreed before any work is carried out
E mail and Telephone Support annual advice service £74.99 per year.

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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