

Accounting

We offer our clients with a wide range of Business and management accounting options. We work with a wide range of businesses, from small firms to listed companies, all of whom use different aspects of our Accounting function.

The combination of our highly qualified staff and the most up to date advanced accounting systems means that we can efficiently take care of your Business and management accounting, leaving you free to focus on growing your core business, without additional administrative burden.

Our accounting service is tailored according to each client's needs. With our emphasis on a flexible service, we can expand, contract or change our service depending on your evolving requirements.

For more information, and a review of how your business may benefit from our accounting services, please contact us and speak to one of our advisors who will be happy to assist.

Book keeping

A sound bookkeeping practice is essential to the smooth running of your business. Whilst it is not a legal requirement in the way that taxation and VAT are, professional bookkeeping has a number of benefits. It will help you to clearly manage and control your finances and plan for future growth. And with your accounts completed more efficiently, you will inevitably save money in the long run.

Our expert team of accountants can offer a full bookkeeping service. Whether you are a sole trader, limited company or partnership, we are here to help. We will explain to you what information we require, you supply it, and leave the rest to us. Or, if you prefer to maintain control of your bookkeeping, we can advise on a more efficient system, help you to implement it, and then access the information we need to prepare your annual accounts.

For more information on our bookkeeping service, please contact us and one of our advisors will be happy to assist.



PDF Complete

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

(Tax and Personal Tax)

Tax planning involves the use of acceptable methods of arranging your financial affairs to minimise your tax obligation and liability. Anyone attempting to minimise their taxes must do so in a way that complies with the law.

We offer a range of services to help you minimise your corporate tax exposure, assist you with the complex administrative process associated with tax legislation and help you to identify those tax-saving opportunities. These include;

- Determining the most tax effective solution for your business
- Reducing tax on disposals and maximising relief on acquisitions
- Meeting the rigorous demands of compliance
- Liaising with HMRC on your behalf
- Managing tax mitigation schemes
- Remuneration planning
- Advising on employee incentive schemes

Because tax planning in the United Kingdom is extremely complicated, you are advised to consult an expert to seek tax planning advice and to help ensure that your dealings are all within the boundaries of the law.

To speak with one of our tax planning experts, please contact us and speak to one of our Advisors who will be happy to assist you.

Tax Investigations

Tax investigations involve reviewing your previous and current years' tax returns and related business accounts documents to ensure that you have not overpaid or underpaid tax.

There are also occasions when additional income and expense information is received after a tax return has already been filed. Should this happen, you do have the option to file an amended tax return.

Our experienced accountants can review your tax returns for previous years. We can often spot additional deductions and write-offs, which you may previously have missed.

We will assist you with the complex administrative process associated with tax legislation and compliance.

To enable this to happen, you will need to sign a 64-8 form to authorise us as your tax agent so that we can liaise with HMRC on your behalf either via, post, phone or email. Passing this responsibility to us will save you precious time and will help to streamline the process.



**PDF
Complete**

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

receive copies of the majority of your correspondence and quickly and accurately and is particularly helpful if

For more information on tax investigation services, please contact us and speak to one of our Advisors who will be happy to assist.

Preparation of Income Tax returns

If you are based in the UK and own a business, are self-employed, on a high income or have foreign or rental investments, then you will need to complete a UK tax return. All the necessary paperwork needs to be filed with HMRC in a timely manner, in order to avoid penalties.

Our advisors can assist by offering tax return advice and help; guaranteeing that everything is completed accurately and on time. What's more, the experienced and qualified team of tax specialists can help you save money going forward by completing a review of your taxation affairs, ensuring that you are making the most of any tax-saving opportunities.

If you are looking for someone to take the hassle out of completing your tax return, or simply some tax return advice, please contact us and one of our advisors will be happy to assist

Value Added Tax

Value Added Tax (VAT) is a complex tax regime and there is a lot more to understand than how to file a VAT return.

Whether you are a limited company, sole trader, public organisation or charity, at Obreska & Brown, we can offer you advice on all aspects of VAT, including assistance with VAT registration, VAT planning and administration, VAT control & reconciliation and VAT returns. We can also liaise with HMRC on your behalf, removing the administrative burden for you.

If you would like to find out more about our VAT advice service, please contact us and speak to one of our Advisors who will be happy to assist.



PDF Complete

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

We can offer a complete outsourced payroll solution for small businesses and large organisations alike, through to the registration of new payrolls, the processing of monthly payroll transactions and submission of payroll year-ends. Our payroll systems are fully HMRC accredited.

Outsourcing your payroll services has a number of benefits. These include:

- Cost ó substantial cost savings can be made in terms of salaries, software, training and office space
- Time ó reducing payroll admin frees up lots of time for you to focus on your core business
- Flexibility ó if your circumstances change (for example your business grows or reduces), then we can adapt accordingly
- Cashflow improvements ó we use the very latest systems and this combined with our years of expertise means you can deliver cashflow improvements through prompt processing

Our payroll services include the following:

- New employersø registration
- Payroll system set up
- P45/P46 processing
- Year end submissions: P35, P14, P60 and P11D
- Payslips and timesheets
- HMRC consultation

To find out more about outsourced payroll services, please contact us and speak to one of our advisors who will be happy to assist.

PAYE & The notice of coding system.

The Pay As You Earn (PAYE) system is the method of paying income tax and national insurance contributions for employees. Employers deduct tax and national insurance contributions from their staffø wages before payment is made.

If you pay tax through the PAYE system, then your notice of coding will tell you which tax code applies to you. You will normally receive this notice in February for the tax year beginning on the following 6 April.

Not everyone will receive a notice of coding year. It depends on what allowances and reliefs you are claiming and whether there has been any change in your circumstances.



PDF Complete

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

received all the allowances and reliefs that you are as been taken into account. If in any doubt, you should

For a review of your PAYE notice of coding, please contact us and speak to one of our advisors who will be happy to assist.

Company formations (LTD, LLP, Partnership, Sole Trader, Franchise etc)

When you decide to set up a business, it's worth thinking carefully about which structure best suits the way that you intend to do business, as this will affect:

- which authorities you have to notify that your business exists
- the tax and National Insurance that you pay
- the records and accounts that you have to keep
- your financial liability if the business runs into trouble
- the ways your business can raise money
- the way management decisions are made about the business

There are several structures to choose from, depending on your situation. Our experts will help you understand the differences between them.

If you want more information or advice on which legal structure best suits your business, contact us and one of our advisors will be happy to assist you.

Company secretarial services

Every company is legally obliged to keep certain specified registers, books and records to reflect the operation of its business. It is the Company Secretary's primary responsibility to ensure that they are properly maintained and kept up to date.

We offer comprehensive company secretarial services. We undertake the role of Company Secretary for many of our clients, businesses both large and small and from a range of sectors. By ensuring that your accounts and resolutions are filed in good time, keeping your company's share register current, arranging board and members' meetings and attending annual general meetings when called upon, we enable you to focus on the more time-critical areas of your business.

Further company secretarial services include preparing agendas and information packs for board meetings, attending these either in person or by teleconference, preparing minutes and dealing with other formalities.



PDF Complete

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

for our company secretarial functions, please contact us
who will be happy to assist.

Registered office Address

We can offer various addresses for UK companies which can act as a registered office address. You can use this as your company's official business address and declare it to Companies House.

Using a reputable address as your registered office address has a number of benefits. Not only does it make you appear more professional, but an effective registered office address ensures your mail is always delivered and received as promptly as possible. Any official documents received at the registered office address are forwarded to your private address immediately.

Our registered office address service is particularly useful if you;

- Run a UK business but reside outside of the country
- Moving or working abroad.
- Frequent traveler
- Individuals with a temporary address or living in shared accommodation.
- Individuals with a Home business or start up.
- Businesses requiring a confidential mailing address.

A registered office address effectively allows you to own and operate a UK registered company, as a UK registered address is a legal requirement.

Our registered office services also include:

- Acting as registered office services for inward investors including incorporation and registration and advice on regulatory obligations in the UK
- Overseas registrations for stand-alone companies of UK companies, both within and outside the EU regime

For more information on our registered office services, please contact us and one of our advisors will be able to assist you.

Preparation of Statutory Financial Statements & Abbreviated Financial statements

Statutory financial statements are required by law. Our advisors can assist you in the preparation of financial statements, ensuring that they fully comply with the relevant company and UK financial reporting legislation.



PDF Complete

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

Companies will be permitted to submit abbreviated financial statements. Abbreviated accounts reveal less information to the public and medium sized companies and their owners prefer.

Abbreviated financial statements for medium sized companies will include the directors' report, abbreviated profit and loss account, balance sheet and certain supporting notes. These documents are produced from the accounting records and information which you provide to us.

If you wish to discuss Statutory Financial statements, please contact us and one of our advisors will be happy to assist.

Budgeting and Cashflows

Cashflow is the lifeblood of a company, and if you want to keep it flowing rapidly and healthily, then you need to be in great control of your budgets. Budgeting effectively is absolutely key in making sure you avoid any mistakes or nasty surprises with your cashflow.

Our experienced team of accountants will work with you to identify your income streams and costs. We will identify some key performance indicators relevant to your business, such as gross margin, which will help you to predict any future problem areas. We will also model your business, to provide you with an accurate forecast of future cashflows.

If you're looking for budgeting advice or feel you could benefit from better cashflow management, please contact us and speak to one of our Advisors who will be happy to assist.

Construction Industry Scheme

The CIS Scheme sets out the rules for how payments to the Sub-Contractors for Construction work must be handled by Contractors in the Construction Industry and certain other businesses operating in the UK (whether registered in the UK or not).

Many businesses pay other businesses for Construction work, but are themselves paid by other businesses too. When they are working as a Contractor, they must follow the rules for Contractors and when they are working as subcontractors, they must follow the rules for subcontractors.

Our team of experts will work with you to ensure that you work within these rules whether you are a Contractor, subcontractor or both. Our services include the following;

- Registering for CIS
- Verifying subcontractors
- Calculating tax deductions



PDF Complete

*Your complimentary
use period has ended.
Thank you for using
PDF Complete.*

[Click Here to upgrade to
Unlimited Pages and Expanded Features](#)

or quarterly returns to HMRC.
turn (P35)

To find out more about the Construction Industry Scheme and how we can help you work with in the rules, contact us and speak to one of our advisors who will be happy to assist.

National Insurance Number

Your National Insurance number is your own personal account number. The number makes sure that the National Insurance contributions and tax you pay are properly recorded on your account. It also acts as a reference number for the whole social security system.

You pay National Insurance contributions to build up your entitlement to certain state benefits, including the State Pension. The contributions you pay depend on how much you earn and whether you're employed or self-employed. You stop paying National Insurance contributions when you reach State Pension age

You can sometimes get National Insurance credits. These are available in certain circumstances to give you 'credit' to cover contributions you couldn't make because you weren't able to work. They can protect your entitlement to certain benefits including the State Pension.

Our advisors can assist you with obtaining a National Insurance number and checking to ensure that you are paying the right type / class of National Insurance contributions depending on your circumstances.

Tax Credits

Tax credits are payments from the government. If you're responsible for at least one child or young person, you may qualify for **Child Tax Credit**. If you work, but are on a low income, you may qualify for **Working Tax Credit**. You can often get both types of tax credits. They aren't taxable.

Whether you qualify for tax credits depends on your personal circumstances (such as your age, if you work or have children) and your total income. The higher your income, the less tax credits you may be able to get.

To find out whether you are likely to qualify for tax credits and how to claim, please contact us and speak to one of our advisors who will be happy to assist.