



Payroll and bookkeeping services

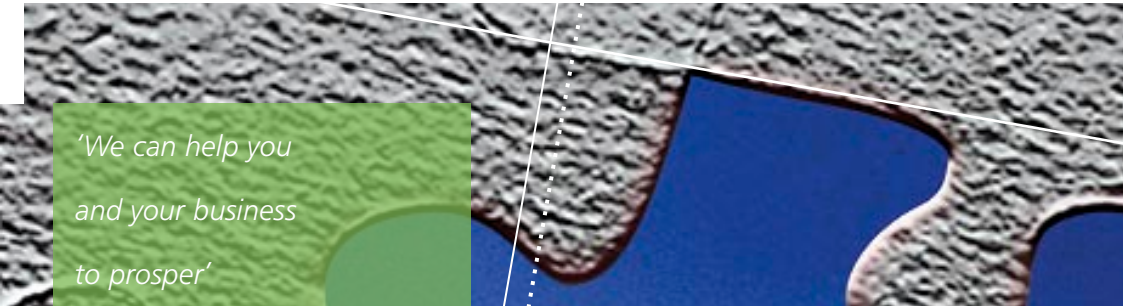
UHY Hacker Young
Chartered Accountants

business support services

Payroll and bookkeeping services

Completing payrolls and maintaining your company's books can be an administrative nightmare.

As well as being complex and time consuming they can take you away from what you do best—developing your business. You may have somebody to do these things for you. But whether you have an accounts department or a part-time



*'We can help you
and your business
to prosper'*

bookkeeper these people still need to be managed, trained, supported with expensive and complex software packages and, of course, paid.

You will also need to keep up to date with the constant changes to the legislation surrounding payroll. Failure to do so could lead to hefty fines for innocent errors.

We can help you and your business to prosper by taking over these routine accounting functions for you.

Payroll and bookkeeping services

UHY Hacker Young working for you

A significant part of running a business inevitably lies with administrative and time consuming tasks. Organising a payroll and maintenance of your business records are two tasks that require constant attention.

If you have staff, then the Government wants you to



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be its unpaid tax collector. Whilst you may be happy to undertake this task, you will not be pleased to learn that this unpaid duty carries with it hefty fines for seemingly innocent errors.

The resources you put into payroll, PAYE and bookkeeping are resources that could be better spent on business development, enhancing profits and improving efficiency. That's where our business support services team can help you. We offer a full range of payroll and bookkeeping services allowing you to take time out from the drudgery of routine administration.

Our payroll services

With minimal input from you, we are able to organise your entire payroll function. You will need to provide us with pay rate information and the hours worked for each pay period. The rest can be left to us, leaving you to get on with the business of making profits.

The payroll services that we provide to our clients include:

- ▶ Payslip production
- ▶ BACS payment
- ▶ Revenue payslip production
- ▶ Stakeholder processing and payment
- ▶ Dealing with joining and leaving employees (P45s etc.)
- ▶ Statutory Sick Pay and Statutory Maternity Pay
- ▶ Working families tax credits
- ▶ Year end P35 work

We use the latest computer payroll software programs which enable us to run a payroll in a fraction of the time taken to do the job manually. All legislative and employee details are kept fully up to date. We also have direct access to all Government websites including the DTI and ACAS.

Our bookkeeping services

Another standard function of any business is the maintenance of the business records. It is a Companies Act requirement that your books are properly maintained and kept up to date. Failure to do so can result in fines, or even imprisonment. In addition, the

ever present tax man can enforce hefty fines which can run into thousands of pounds.

You are required to keep a meaningful set of books which accurately reflect the state of your business, no matter how small you may consider it to be.

The bookkeeping services that we offer include:

- ▶ Recording and reconciling all bank, cash and credit card transactions on a monthly basis
- ▶ Preparing your monthly or quarterly VAT returns
- ▶ Providing you with aged schedules of your debtors and creditors
- ▶ Providing monthly or quarterly management accounts
- ▶ Preparing your annual accounts.

Our approach

It's up to you how much help you want from us; which of our services are relevant to your business and how much contact you want with us.

Our systems are flexible in order to meet the varying needs of our clients. We can tailor-make the service that we provide to meet your requirements.

We will plan your service needs with you and agree a fee for the work. Our clients are frequently surprised at how much they can save by outsourcing this work to us. We provide a professional service helping you grow your business and look forward to the future.



About UHY Hacker Young

UHY Hacker Young has grown to be one of the leading accounting groups in the UK. With experts in offices across the country we provide a full range of accounting, tax and business advisory services to corporate and private clients.

Internationally, UHY Hacker Young is a founder member of the UHY network, which is represented by more than 150 offices in 50 countries around the world.

Read more about our firm on our website:

www.uhy-uk.com, and visit the UHY website at

www.uhy.com.



UHY Hacker Young Group offices:

London ► UHY Hacker Young LLP

Phone 020 7216 4600

Email london@uhy-uk.com

Birmingham ► UHY Hacker Young (Birmingham) LLP

Phone 0121 233 4799

Email birmingham@uhy-uk.com

Brighton & Hove ► UHY Hacker Young

Phone 01273 726 445

Email brighton@uhy-uk.com

Chester ► UHY Hacker Young

Phone 01244 320 532

Email chester@uhy-uk.com

Jarrow ► UHY Torgersens

Phone 0191 428 0001

Email info@uhy-torgersens.com

Manchester ► UHY Hacker Young (Manchester) LLP

Phone 0161 236 6936

Email manchester@uhy-uk.com

Nottingham ► UHY Hacker Young LLP

Phone 0115 959 0900

Email nottingham@uhy-uk.com

Sheffield ► UHY Wingfield Slater

Phone 0114 275 1544

Email info@uhy-wingfieldslater.com

Sunderland & Newcastle ► UHY Torgersens

Phone 0191 567 8611

Email info@uhy-torgersens.com

Wrexham ► UHY Hacker Young

Phone 01978 351 501

Email wrexham@uhy-uk.com

York ► UHY Calvert Smith

Phone 01904 557 570

Email info@uhy-calvertsmith.com

Scotland ► Campbell Dallas LLP

Aberdeen

Phone 01224 623 111

Email aberdeen@campbelldallas.co.uk

Glasgow

Phone 0141 942 0722

Email bdn@campbelldallas.co.uk

Paisley

Phone 0141 887 4141

Email psly@campbelldallas.co.uk

Perth

Phone 01738 441 888

Email perth@campbelldallas.co.uk

Stirling

Phone 01786 460 030

Email stg@campbelldallas.co.uk



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