




Proposal for
Clear and Transparent Pricing Ltd
Proposal #AOR1805

CREATED BY	CREATED FOR
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A group of people, including a man with a beard and a beanie, are gathered around a desk, looking at a laptop. The scene is dimly lit, suggesting an office or workshop environment. The text is overlaid on the image in a white, sans-serif font.

“It’s not how
good you are.
It’s how good
you want to be.”

Paul Arden
(1940 - 2008)

Creative Director at Saatchi & Saatchi

CONTENTS

INTRODUCTION 4

INVESTMENT COSTS 5

WHAT HAPPENS NEXT? 7

THE SERVICES YOU HAVE SELECTED 8

INTRODUCTION

Welcome to your proposal.

We are excited to be presenting it to you, as we know that it marks the start of exciting and positive times ahead for you and Clear and Transparent Pricing Ltd.

This proposal outlines the Accounting Services we discussed and which we feel will help drive your business to your next level of success..... and beyond

“I’d highly recommend Joan and her team for all aspects of accountancy. Her calm and friendly approach combined with a wealth of experience and in-depth knowledge of accounting make Joan a key part of my business.”

Emma Corkish

Managing Director of October Creative Limited

INVESTMENT COSTS

This section outlines the services, included in this proposal and the fees associated with those services. For a full breakdown of what each of these services includes, please check out the OUR SERVICES EXPLAINED section of this Proposal.

Monthly Fees

SERVICES	FEES/MONTH £
Your Finance Director - Business Development Services	
Quarterly Business Review Meetings	120.83
Your Finance Manager - Compliance Services	
Annual Accounts & Corporation Tax Return	75.27
Management Accounts	67.26
VAT Returns	42.94
Payroll: Fixed Salary Employees	40.50
Complimentary Quick Queries	0.00
Bookkeeping Services	
Bank Reconciliation	125.00
Tax Return Services	
Directors Tax Returns	30.00
Compliance Plus	
Confirmation Statement Submission	5.00
Net Total	506.80
VAT	101.36
Gross Total	608.16

One-Off Costs

SERVICES	COSTS £
Your Finance Director - Business Development Services	
Complimentary Client Review	0.00
Total	0.00

Please Note

This proposal and these fees are based on the following being accurate:

Start Date	March 2021
Year End	February 2022
Annual Revenue	£250k - £500k

- This proposal is valid for 30 days

WHAT HAPPENS NEXT?

Moving over to us and getting the ball rolling couldn't be simpler:

STEP 1 – Click to approve this Proposal and digitally sign your Engagement Letter.

STEP 2 – We'll then send over a link to set up your monthly payments via GoCardless

STEP 3 – We'll get in touch with your last accountant and sort EVERYTHING! And don't worry, they'll still speak to you

STEP 4 – We will install our accounting system, which comprises of...

- **Software** – Xero set up & configured to track the performance of your agency
- **Bookkeeping** – Xero expenses app set up and integrated with your Xero account to increase the efficiency of your day-to-day financial admin

STEP 5 – We will then provide your Onboarding Session for us to define the goals of the business and provide training to you and any members of your team that you'd like to bring in with you.

APPROVE MY PROPOSAL
#AOR1805

This proposal is valid for 30 days from 25 February 2021.

THE SERVICES YOU HAVE SELECTED

Here is a full explanation of the services you have chosen in this Proposal.

YOUR FINANCE DIRECTOR - BUSINESS DEVELOPMENT SERVICES

Complimentary Client Review

We're here to make a real difference to our clients...Delivering a high-quality, efficient compliance service is just a part of that. Helping you to develop, improve and grow your business is the next step. As a valued client, we invite you to one Complimentary Client Review (CCR) per year.

A CCR stimulates strategic discussion and identifies burning issues, opportunities and challenges so that you can respond effectively. It's also an opportunity for our team to identify greater tax efficiencies for you and your business.

A CCR meeting is an ideal opportunity for you to meet with us on a no charge, no obligation basis to discuss any of the following:

1. Your goals for your business and how you plan to achieve them.
2. How your business goals tie in with your personal and lifestyle goals.
3. Issues and challenges you are facing in your business e.g. growth, profitability, cashflow, a planned exit from or sale of your business.
4. How you can work with us to address these issues and plans.

Quarterly Business Review Meetings

Business Development stage = **Growth Plan**

We will facilitate an hour long session each quarter, covering the following key issues

- Identifying areas where you can improve your performance
- Setting SMART goals
- Strategies and actions to achieve your goals
- Resolving your burning issues

As an outcome of each session, we will update your 90 Day Action Plan to define the activities that need to be executed within set time frames to keep you on track to achieve your goals.

YOUR FINANCE MANAGER – COMPLIANCE SERVICES

Annual Accounts & Corporation Tax Return

Quality of Records = **Excellent (Only available with our Bookkeeping Services)**
Report level = **FRS 102A**

As a limited company, you are required to prepare statutory accounts and submit these to Companies House annually. This is all included within your quote and you will have peace of mind knowing that this is all taken care of for you. You are also required to file a Corporation Tax Return annually with HMRC. We'll take care of everything that HMRC require and inform you of the corporation tax payment required in plenty of time.

Management Accounts

Frequency = **Quarterly**
Report level = **Advanced = Standard pack plus accruals/prepayments/balance sheet reconciliations for PAYE/Net Wages & Pension**

Rather than a set of accounts just once a year, you receive a fully reconciled set of accounts each month or each quarter, with a report pack containing your Profit & Loss account, Balance Sheet, Aged Debtors & Creditors, Cashflow Summary and an Executive Summary giving you the top-level information. We can also add in any further reports required (budget analysis, departmental reporting etc). Alongside the report pack, the main value we add is our analysis and commentary on the monthly or quarterly performance, as your external trusted advisers.

VAT Returns

VAT Return frequency = **Quarterly**
Level of Complexity = **Standard**
Bookkeeping = **Completed by AOR**

We will be preparing and submitting your VAT returns ongoing, meaning that you will be well aware of your VAT liabilities and keep the VAT-man happy! We're not just filing a bunch of numbers though, we take a 6 step approach to our VAT Returns service: 1. Create a recurring quarterly job in our job management system so we NEVER miss a deadline and begin work on the VAT return the day after the quarter end 2. Carry out an audit of ALL transactions for the period - check that purchase VAT has been claimed on every transaction that it should have been and conversely that it hasn't been claimed where it shouldn't have been 3. Ensure that you are on the best scheme to maximise your cashflow - Cash or Accruals. Also keep an eye on going over the threshold at which you HAVE to move to accruals by obligation 4. Send you notification of the amount due within 3 weeks of the quarter end, giving you 2 weeks notice of the amount to be taken automatically via direct debit 5. File the VAT return on time, every time 6. Deal with any queries, enquiries or investigations from HMRC so you don't have to get involved, allowing you to focus on running your business and avoiding further cost of bringing us into an investigation.

Payroll: Fixed Salary Employees

No. of Employees = **4**
Payroll frequency = **Monthly**

Monthly preparation and filing of the company payroll to HMRC and providing payslips to employees. We will also advise on opportunities to reduce your PAYE bill, such as the £4k employers allowance that is currently available to reduce your employers national insurance bill.

Complimentary Quick Queries

Complimentary phone calls and email queries for issues that can be raised and resolved within 10 minutes. (Subject to fair use policy)

BOOKKEEPING SERVICES

Bank Reconciliation

No. of Items = **101-125**
Frequency of reconciliation = **Monthly**

In order to ensure you have up to date lists of receivables and payables, and up to date financial reporting, we'll login to your Xero accounting system regularly and reconcile the bank transactions so you can rely on the accuracy of the information.

TAX RETURN SERVICES

Directors Tax Returns

No. of Directors = **2**
Level of Complexity = **Standard**

Along with preparing the company accounts and tax returns, we will also prepare your personal Directors tax returns. These are required to declare your personal income (Salary & Dividends) for the year.

COMPLIANCE PLUS

Confirmation Statement Submission

An annual form that is to be submitted to Companies House giving details of the company address, Directors, Shareholders and Principal activity of the business.

“Knowing is not enough, we must apply. Willing is not enough, we must do.”

Bruce Lee

Actor & Martial Artist