

## Accounts Preparation

With legislation becoming ever more complicated, accounts preparation work requires expert handling to ensure that final accounts meet current disclosure rules, and more importantly, provide the business owners with an accurate statement of their profitability and financial net worth.

Rawlinsons deals with all aspects of accounts preparation for sole traders, partnerships and limited companies.


We understand that the needs of the family business will differ from those of our larger audit clients. We will ensure that work such as annual accounts and tax compliance is appropriate to the size of your business, and is handled efficiently and cost effectively.

Technical knowledge, commercial awareness and an aptitude in Information Technology are all skills possessed by our team. Our staff are on hand to assist at any time.

During the course of our work, if associated problems are identified (for example VAT, PAYE or National Insurance) we will make you aware of these issues and assist you in resolving them, either from within the department or by referral to other specialists within Rawlinsons.

## Audit

Companies are required to prepare statutory accounts that comply with the Companies Act and other generally accepted accounting principles, and in addition to this, companies that meet specified size criteria will require an audit.



Apart from fulfilling requirements imposed by law, our audit approach gives us a full insight into how your business is run because we spend time finding out about it and then plan our work to test the system in place. We always work with your accounting staff to a pre-agreed timetable in order to ensure that the annual audit process is as speedy and efficient as possible. It is also designed to be effective in giving proactive feedback on your accounting and other in-house systems and in offering advice on how to improve procedures involved in your business.

We want to be active in promoting the success of our clients, and our highly trained audit specialists do this by providing a wide range of business advice, whether acting simply as a sounding board or assisting with projects.

Our services include:

- Statutory and bespoke audit assignments
- Due diligence investigations into potential business acquisitions
- Maximising the benefits of your financial management systems and undertaking full systems reviews
- Producing or reviewing business plans, especially for growing businesses or business owners who are thinking of selling
- Assisting with strategic planning, including planning for succession
- Advising on profit maximisation and identifying key benchmarking statistics
- Analysing a particular aspect of the business or investigating unexpected fluctuations in cashflow, costs or revenues.

## Bookkeeping

Our specialist team undertakes bookkeeping assignments either at your premises or ours, using either manual or computer records. We are happy to work with your choice of computerised software or our own recommendation.

We can also prepare regular management accounts at your offices, or from our own location. Your VAT return can be produced as part of the process. You will also find the data we produce is useful for cash flow management.

Your 4 quarter or 12 monthly management accounts form the basis for your annual accounts and your tax return, making the process of producing year end figures easier and more cost effective.



## Company Secretarial Service

To relieve you of the administrative burden of the company secretarial function, and to ensure that statutory deadlines are met, we will handle all your statutory obligations including the filing of accounts, annual returns, change of directors and secretary. We also deal with the paperwork required for the payment of dividends and dealing with the transfer of shares, including the appropriate minutes.

Our services include:

- Company formation - to include the Certificate of Incorporation, statutory records and copies of the Memorandum and Articles of Association.
- Annual compliance service - to include the updating of statutory records and the timely completion and submission of the annual return and annual accounts to Companies House.
- Processing changes - to include the issue and transfer of shares, changes in directors, secretary and shareholders and the preparation of appropriate documentation and minutes including those arising from the purchase or sale of businesses or company purchase of own shares.
- Company searches - to include filed copies of annual accounts, annual returns and statutory records. Information is usually available since incorporation where the company has been formed in the last twenty years.



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