

# USMAN & CO. ACCOUNTANTS



Focus on what you do best while we take care of your accounts.



**We help businesses of all shapes and sizes!**

Sole Traders

Partnerships

Limited Companies

Contractors

Limited Liability Partnerships



INSTITUTE OF PUBLIC ACCOUNTANTS



Institute of Financial Accountants

Practising Certificate Holder



## Sole Traders

Including:

- Your own dedicated accountant
- A full set of accounts
- Completion and submission your self-assessment
- Regular tax efficiency and business recommendations
- Representation in the event of an HMRC investigation
- Business guides and resources
- Unlimited help and advice via email, phone & live chat

£19 per month

plus £10 for each partner's personal tax return

# Limited Company

Annual Turnover Less than £100,000

Including:

- Your own dedicated accountant
- A full set of accounts
- Completion of abbreviated accounts for Companies House
- Submission of the corporation tax return (CT600) to HMRC
- Submission of annual return to Companies House
- Up to 2 directors self assessments
- Regular tax efficiency and company recommendations
- Representation in the event of an HMRC investigation
- Business guides and resources
- Unlimited help and assistance via email, phone & live chat
- Automatic regular reminders for all of your important deadlines

£49.50 per month

An extra £10 per month is payable per additional £100,000 turnover



# Partnerships

Including:

- Your own dedicated accountant
- A full set of accounts
- Completion and submission of the partnership tax return
- Easy cloud accounting software
- Regular tax efficiency and business recommendations
- Representation in the event of an HMRC investigation
- Business guides and resources
- Unlimited help and advice via email, phone & live chat
- Automatic regular reminders for all of your important deadlines

£19.50 per month

plus £10 for each partner's personal  
tax return





## Additional Services

VAT: £15.00 per month

Including:

- Submission of your quarterly VAT returns
- Representation in the event of a VAT inspection
- Unlimited help and assistance

Payroll: £3.00 per payslip

Including:

- Production of payslips
- Production of starter/leaver forms (P46, P45 etc)
- RTI submissions
- Representation in the event of a PAYE inspection from HMRC
- Unlimited help and assistance

NB £12 p/m minimum for regular payroll or £5 per month for director's payroll only.



## **Additional Services**

Bookkeeping: £40.00  
per 100 transactions

We complete a full bookkeeping service for our clients whereby we enter all of your paperwork on to an appropriate system to suit your business. You would just need to send us your paperwork through our pre-paid mail service either annually or quarterly if we are completing your VAT returns.

We will calculate your monthly fee based on your estimated amount of monthly business transactions. If that estimation is not accurate when we come to complete the bookkeeping work then we will adjust the direct debit amount.