

Aston Shaw Limited's Terms and Conditions

Welcome to Aston Shaw Limited's Terms & Conditions, this document serves as a comprehensive guide outlining the specific terms, conditions and obligations that apply to our valued clients and customers. These Terms & Conditions are designed to provide you with a clear understanding of the rights, responsibilities and procedures.

We highly encourage you to read this document carefully to ensure a mutual understanding and successful collaboration between Aston Shaw Limited and yourself. By engaging in our services, you agree to be bound by these terms, which form a crucial part of our commitment to transparency and delivering exceptional services.

Services

Cash Flow Forecasts

Detailed 12 month Forecast and Budget broken down month by month.

This includes:

- Cash Flow forecast for the period.
- Profit and loss forecast for the period.
- Balance sheet forecast for the period.

This will be in a format suitable for presentation to your stakeholders or bank manager.

Company Secretarial Services

Review of your company's current share structure including recommendations for restructuring where necessary. Creation and allocation of new company share capital, including the provision and completion of all relevant forms as well as the necessary submissions to Companies House confirming any changes.

Auto Enrolment (Initial set up – One-off Fee)

This set up service includes:

- Set up your pension provider chosen by Client
- Ensure your declaration of compliance is completed and submitted to the pension regulator
- Ensure staff receive the correct correspondence
- Set up the payroll system ready for the pension payments to start

Payroll, RTI submission

Calculation of net pay for employees & PAYE/NIC to be paid over to HM Revenue & Customs, inclusive of employee payslips and pay summaries. Advice and calculations when dealing with statutory payments such as Auto-Enrolment, sick pay & maternity pay. Filing of all the relevant statutory forms such as P45's as required. Prepare RTI return with all necessary statutory information and submit to HM Revenue & Customs by deadline dates.

Number of employees: Monthly/Weekly:

Accounting Software Subscription

Monthly software subscription provides you with access to an online accounting package.

Tax Planning & Consultancy

Dependent upon your accounting requirements, as discussed, we will provide advice surrounding your specific circumstances (3 Hour Period)

R&D Tax Credits Claim

To assist you in the claim preparation and submission of a Research & Development Tax credits claim. This includes:

- Assess the company's eligibility for tax relief under the UK R&D Tax Credit Scheme
- Provision of, and assistance with completion of the R&D questionnaire, including identification of allowable R&D activity.

- Collection of cost data and identification of relevant claimable costs.
- Calculation of enhanced R&D allowances and submission of tax credit claim to HMRC with the Corporation Tax Computation.

Contingent fees – 20% of the tax saving/tax rebate agreed with HMRC (minimum fee of £1500 on a successful claim). Tax rebate paid to Aston Shaw client account and deduction of any outstanding fees.

Net balance paid to client within 30 days of receipt of R&D rebate from HMRC.

Accounting Software Setup and Training

Software setup and training of software package. This includes:

- Set up of new account in Software
- Full software training for 2 hours with your team optionally recorded

SRA: (Periods straddling before 25 November 2019)

Accountants Report complying with SRA regulations to be provided by a qualified third-party provider. This includes:

- Preparation of the Accountants Report Form
- Preparation of the Reporting Accountants Checklist
- Submission to the SRA if required.

CILEx Accounts Rules

- Accountants Report complying with Cilex regulations to be provided. This includes:
- Preparation of the Accountants Report Form
- Preparation of the Reporting Accountants Checklist
- Submission to the CILEx

CLC Rules Compliance

Accountants Report complying with CLC regulations to be provided.
This includes:

- Preparation of the Accountants Report Form
- Preparation of the Reporting Accountants Checklist
- Submission to the CLC

Trust & Estate Tax Returns

Preparation and submission to HMRC of Trust & Estate Tax Return
– Self-assessment

To assist you to file the Trust & Estate Tax return with HM Revenue & Customs. This includes:

- Obtaining the required information
- Preparing the Trust's tax position, calculating the income tax and capital gains tax liabilities of the Trust/Estate
- Obtaining approval from the Nominated Trustee or other Nominated Person and signature
- Online submission on Tax Return to HM Revenue & Customs
- Advice during the year of tax liabilities and payment dates

HM Revenue & Customs (HMRC) Tax Investigations

Our experienced team of qualified tax advisors will act on your behalf to resolve all manner of HMRC tax investigation issues.

Due Diligence report

To assist you preparing a detailed prospective purchase review providing you a Due Diligence report.

Business Rates Review

We will review your Business rates and make an appeal to the relevant council on your behalf.

Sole Trader Accounts

Preparation of your annual sole trader accounts from the information extracted from your accounting software or books and

records provided. Review of the performance and tax efficiency of your business. Bound accounts provided for your records.

Statutory Audit of Company

Professional services rendered in the preparation of the audit of the financial statements for the year ending DD/MM/YYYY.

To include:

- Audit planning and risk assessment to be carried out at our office from records supplied by yourself.
- Conducting all tests of control and substantive testing.
- Review of your Limited Company's accounts (includes consolidated accounts if required) from the records provided to us and as a result of the audit field testing.
- Review of the Tax position of the company to ensure compliance with HMRC regulations.

Accounts Review

We will review your financial statements and provide you with a report and recommendations together with any relevant schedules on the basis of information provided by you.

Limited Company Accounts

Preparation of your annual business accounts from the information extracted from your accounting software or books and records provided. Review of the performance and tax efficiency of your business. Bound accounts provided for your records.

Partnership Accounts

Preparation of your annual partnership accounts from the information extracted from your accounting software or books and records provided. Review of the performance and tax efficiency of your business. Bound accounts provided for your records.

Assurance Reports

To assist you with the assurance report of the financial statements which gives confidence in the figures to suppliers, finance lenders and clients.

Monthly Bookkeeping

Bookkeeping to a time frame of your choice in market-leading Making Tax Digital (MTD) compliant cloud accounting software. Sales & expenditure data entry, live bank transaction feeds for reconciliation, completion and filing of VAT returns and easily accessible reports for business management.

Self-assessment Tax Return

Preparation of your tax return from the information provided to us. Review and notification of your tax position. Online submission to HM Revenue & Customs by 31st January deadline on receipt of your approval.

Partnership Tax Return

Preparation and submission to HMRC of Partnership Tax Return – Self-assessment

To assist you to file the Partnership Tax return with HM Revenue & Customs. This includes:

- Discussion with you to identify sources of income for partners
- Obtaining information from partners and preparing tax returns
- Preparing partnership tax return from final accounts
- Forwarding tax returns to you for your approval
- Online submission on Tax Return to HM Revenue & Customs
- Advice during the year of tax liabilities and payment dates

CIS Returns

CIS monthly reminders sent out. Preparation and online submission of the monthly return including calculation and notification of any CIS tax payable. Subcontractor payment & deduction statement provided.

Company Formation (One-off Fee)

To form a limited company registered at Companies House in the company name you provide. To ensure a share structure appropriate to the company with the inclusion of Alphabet Shares.

Confirmation Statement & PSC Register

Preparation and upkeep of statutory PSC Register. Annual filing of Confirmation Statement to Companies House with all necessary information inclusive of PSC and payment of Companies House annual charge.

Tax Investigation Fee Protection

Tax Fee Protection Service, which cover fees up to £100,000.00 charged by your accountant and associated specialist in defence of an enquiry from HM Revenue & Customs.

As a subscriber, you also have telephone access to consultants who are available to assist you with practical advice on any employment, health & safety or general legal issues that your business may encounter. The service is available weekdays between 8:30am to 5.30pm.

IR35 Contract Review

Once we've received the required documentation, we will thoroughly review your contract and working practices before providing you with the following:

- Our professional opinion as to whether you 'pass' or 'fail'
- Concise comments on each relevant clause
- An easy to follow, actionable list of required changes
- Specialist advice from trained IR35 professionals

Quarterly Monthly Management Accounts & Financial Reporting

We will actively use your cloud accounting software to report on the latest management figures and to analyse & discuss business performance. We will work with you to help monitor financial performance, set budgets & targets to achieve your business objectives.

Benefits-in-kind (P11D) Returns

Benefits-in-kind returns (forms P11D and P9D and declaration P11D) and payment of Class 1A National Insurance Contributions.

Self-Assessment Registration (One-off Fee)

For registration of your individual self-assessment record, for corresponding with HMRC about predicted time scales of processing and ensuring receipt of your unique tax reference.

Director RTI (Payroll)

Prepare RTI Return, including Director's salary and submit to HM Revenue & Customs by deadline dates.

Independent Examination Report (Incorporated Charity)

To prepare the statutory accounts from the records supplied.

To examine the books and records provided by yourselves in line with UK Generally Accepted Accounting Practices and the Charities Act 2011.

To report back on our findings concerning possible system weaknesses, accounting irregularities or non-compliance with the statutory requirements.

Business Valuation

To perform a desktop valuation of your business by examining the value of your balance sheet and adjusting for revalued assets and liabilities.

MTD Registration (One-off Fee)

To register your business to be compliant with HMRC's Making Tax Digital (MTD) regulations. Includes the authorisation of your chosen cloud accounting software.

VAT Registration (One-off Fee)

To register your business for VAT, enabling VAT Returns to be successfully submitted to HMRC.

Independent Examination Report (Unincorporated Charity)

To prepare the statutory accounts from the records supplied.

To examine the books and records provided by yourselves in line with UK Generally Accepted Accounting Practices and the Charities Act 2011.

To report back on our findings concerning possible system weaknesses, accounting irregularities or non-compliance with the statutory requirements.

Rental Accounts

Preparation of your annual rental accounts from the information extracted from your accounting software or books and records provided. Review of the performance and tax efficiency of your rental properties. Bound accounts provided for your records.

Non-resident Capital Gains Tax return

Preparation of your non-resident capital gains tax return from the information provided to us. Review and notification of your tax position. Submission to HM Revenue & Customs by the deadline on receipt of your approval.

HR Consultancy & Advice

To review relevant contracts & documentation to ensure you are compliant and provide you with HR advice and support relating to any matters previously discussed.

Furloughed Employees HMRC Reimbursement Claim

To submit a reimbursement claim through HMRC's portal for your furloughed employees.

Capital Gains Tax Return

Preparation of your capital gains tax return from the information provided to us. Review and notification of your tax position. Submission to HM Revenue & Customs by the deadline on receipt of your approval.

CIS Refund Claim

Claim for refund of CIS deductions

PAYE Registration (One-off Fee)

To register as an employer with HM Revenue and Customs (HMRC) and set up pension scheme with NEST.

Upon acceptance & payment of this service, we will require you to provide the necessary payroll information within 3 months. We will request this information shortly via email or telephone.

Please be aware, failure to provide this information may result in further charges to complete the required service.

Bookkeeping & Financial Reporting

For professional services rendered in connection with the preparation of management accounts and bookkeeping.

Charity Accounts

Preparation of your annual charity accounts from the information extracted from your accounting software or books and records provided. Review of the performance and tax efficiency of your charity. Bound accounts provided for your records.

Gift Aid Claim

To assist you with the claiming of Gift Aid.

LLP Accounts

Preparation of your annual business accounts from the information extracted from your accounting software or books and records provided. Review of the performance and tax efficiency of your business. Bound accounts provided for your records.

Dormant Company Accounts

Preparation of your annual dormant accounts.

SDLT Refund Extension Agreement

Aston Shaw will write to HM Revenue & Customs requesting an extension on Stamp Duty Land Tax.

Statutory Audit (Incorporated Charity)

Professional services rendered in the preparation of the audit of the financial statements for the year ending DD/MM/YYYY.

To include:

- Audit planning and risk assessment to be carried out at our office from records supplied by yourself.
- Conducting all tests of control and substantive testing.
- Preparation of your Charitable Company's accounts (includes consolidated accounts if required) from the records provided to us and as a result of the audit field testing.
- Review of the Tax position of the company to ensure compliance with HMRC regulations.

Declaration of Trust

Declaration of Trust plus Form 17 in relation to the split of rental profits.

Partnership Registration (One-off Fee)

For registration of your Partnership with HMRC and for corresponding with HMRC about predicted time scales of processing and ensuring receipt of your unique tax reference.

CIS Registration (One-off Fee)

To register you for the Construction Industry Scheme (CIS).

Upon acceptance & payment of this service, we will require you to provide the necessary payroll information within 3 months. We will request this information shortly via email or telephone.

Please be aware, failure to provide this information may result in further charges to complete the required service.

Trust Accounts

Preparation of your annual trust accounts from the information extracted from your accounting software or books and records provided. Review of the performance and tax efficiency of your business. Bound accounts provided for your records.

Statutory Audit of Unincorporated Charity

Professional services rendered in the preparation of the audit of the financial statements for the year ending DD/MM/YYYY.

To include:

- Audit planning and risk assessment to be carried out at our office from records supplied by yourself.
- Conducting all tests of control and substantive testing.
- Preparation of your Charity's accounts (includes consolidated accounts if required) from the records provided to us and as a result of the audit field testing.
- Review of the Tax position of the company to ensure compliance with HMRC regulations.

VAT Returns – Annual

Reminder sent out when VAT Return becomes due. Preparation of VAT Returns from information received. Completion of VAT Return online & EC sales list (if applicable) to HMRC by filing deadline using MTD compliant software. Notification of VAT payment to be made or refund to be received.

VAT Returns – Quarterly

Reminder sent out when VAT Return becomes due. Preparation of VAT Returns from information received. Completion of VAT Return online & EC sales list (if applicable) to HMRC by filing deadline using MTD compliant software. Notification of VAT payment to be made or refund to be received.

VAT Returns – Monthly

Reminder sent out when VAT Return becomes due. Preparation of VAT Returns from information received. Completion of VAT Return online & EC sales list (if applicable) to HMRC by filing deadline using MTD compliant software. Notification of VAT payment to be made or refund to be received.

DIY VAT Claim

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Machine Game Duty (MGD) Returns

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Income & Expenditure Summary

Preparation of your self assessment tax return from the information extracted from your accounting software or books and records provided. Review of the performance and tax efficiency of your business. Income and Expenditure summary provided for your records.

Deceased Person's Estate – Tax Return

Preparation of your tax return from the information provided to us. Review and notification of your tax position. Online submission to HM Revenue & Customs by 31st January deadline on receipt of your approval.

Mortgage Certificates

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PAYE De-Registration (One-off Fee)

To de-register as an employer with HM Revenue and Customs (HMRC).

VAT Planning & Consultancy

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VAT De-Registration (One-off Fee)

To de-register your business for VAT, enabling VAT Returns to be successfully submitted to HMRC.

Other services

Other services