

All Paul Limited

Chartered Certified Accountants

Helping smaller businesses and their owners manage their accounting, business and taxation

Brochure of accounting, taxation and other services



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All Paul Limited, the natural choice for smaller businesses.

Our approach and objective

Our objective is simple: to be viewed by our clients as the first point of contact for all their financial, advisory and compliance needs. We achieve this by providing sensible advice at a fair price and by tailored solutions to help clients achieve their business and personal goals.

We aim to do this by:



- Understanding our clients' needs and helping them address the challenges that they face.
- Advising clients on the best course of action and not just providing options.
- Discussing technical contents to clients in a friendly, non-complex way.
- Considering the future and guiding our clients into making the right strategic decisions.
- Understanding their business from an early stage to assist them in developing and growing it in the longer term.

Running a business can be very stressful and sometimes solitary, which is why we aim to become part of your team and offer support services when needed and not just at the end of the year.

About us

We provide a full range of business support services to our clients. Our clients are located mainly in Leeds, but also from the surrounding towns, and operate as limited companies and sole traders.

We support our clients' businesses by enabling them to get on with running their business in the knowledge that they can rely on us to keep them on track, ensure deadlines are met and generally help reduce the financial worry and stresses of running a business.

Alongside all of the services we offer to the business, we always recognise the importance of the personal circumstances of the business owner.

We are a modern, forward-thinking practice. We are committed to giving our clients the best possible service.

As Chartered Certified Accountants, we must meet the regulatory and ethical requirements of the Association of Chartered Certified Accountants and we are subject to periodical review by them.

We provide out-of-hours flexible appointments and home visits. We are happy to meet you in the evening or weekend when you have more time, so that you can devote as much time as possible to your business during normal business hours.

Our business services

	<h3>Compliance services</h3> <ul style="list-style-type: none">• Accounts preparation• Tax return service• VAT returns and compliance• Company secretarial	<p>Page</p> <p>3</p> <p>3</p> <p>4</p> <p>4</p>
	<h3>Valued added services</h3> <ul style="list-style-type: none">• Management accounts• Setting up in business• Company formation• Fee Protection Insurance	<p>4</p> <p>5</p> <p>5</p> <p>6</p>
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About the Director and Founder



Paul Clifton FCCA

Paul is a Chartered Certified Accountant and offers a wide range of accounting and tax expertise to local businesses. He has worked in firms of Chartered Accountants since 1987. Paul has an excellent understanding of owner-managed businesses and the issues that they face. He works with business owners providing them with practical help and advice on a day-to-day basis.

As well as a sound accounting and taxation knowledge, he also has strong IT skills using PCs, laptops and computer networks.

Paul enjoys hill walking, working out at the gym and working with computers.

All Paul Limited was founded after Paul left a city centre accountancy firm to set up the business.

Accounts preparation

Your accounts are a valuable source of financial information to help you identify strengths and weaknesses within your business and support your decision-making and forward planning.



We provide assistance with every aspect of your accounts function, from day-to-day processing to the preparation of annual Financial Statements to meet business, regulatory and compliance requirements. We can work with you or with your existing accounting staff or provide a complete outsourced function, depending on your requirements.

You can focus on your business operations, while enjoying the peace of mind that you are meeting your statutory requirements and operating tax-efficiently.

Business and personal taxation

There is no reason to pay more tax than you have to. With our expert advice, and our detailed knowledge of your business, we are ideally placed to identify tax planning opportunities and take steps to minimise your tax bills.

A key priority for any business is to stay compliant with HM Revenue & Customs requirements. We work with clients including sole traders and limited companies to prepare tax computations, calculate tax liabilities and complete their tax returns for submission to meet HMRC deadlines.

When we work with you, we build into our service a focus on identifying allowances, reliefs and other tax-saving opportunities, to help you and your business operate in the most financially effective way.



Tax return service



Our service includes the preparation of your tax return, a tax calculation and telling you what tax is due and when.

The burden of tax compliance ultimately lies with you. Mistakes can carry heavy penalties and incur interest. A resulting enquiry or investigation can be a costly distraction from the focus of running your business. We provide health checks on all areas of tax compliance and we will ensure your tax affairs are correctly and efficiently administered.

VAT returns and compliance

We provide an efficient and cost effective VAT service, which includes assistance with VAT registration, return preparation and submission to H M Revenue & Customs.

This service is of great benefit to businesses that seek to limit the time spent on the administrative burden of VAT compliance.

If you are registered for VAT we can prepare or check your VAT return and submit it on your behalf.

A screenshot of a VAT Return form, likely from HM Revenue & Customs. The form is titled 'Value Added Tax Return' and includes a barcode at the top. It contains several sections with checkboxes and input fields, including 'VATable Sales', 'VATable Purchases', and 'VATable Exports'. The form is partially filled out, with some fields containing numbers and others with checkmarks.

Company secretarial



By trading as a limited company you are governed by the Companies Act 2006 and therefore have to keep minutes of key meetings, file various documents at Companies House, on an on-going and an annual basis. These include your activities, the officers of the company, its Registered Office together with any changes in these details.

Each year a company must file an Annual Return, showing details of directors, shareholders and key addresses. It is important that these details are kept up to date and accurate. We are happy to deal with this administrative task for you.

Management accounts and information

We offer total flexibility and can provide as little or as much assistance as you require with your accounts. We can take the 'raw data' and process it to generate management accounts in a format to meet your requirements. Your management information are backed up by on-going support to help interpret the data and use it to your best advantage so that you fully understand your results, your financial position and the implications and any actions that you may need to consider.



Regular management accounts provide key financial information that allows you to monitor and improve your business performance. This information also helps you to make the right decisions about the future of your business.

Your time is freed up and you have the opportunity to have regular review meetings to discuss the performance of your business based on the financial results. We can act as an impartial sounding board and offer you guidance on your future plans.

Setting up in business

There are many ways to start out in business e.g. as a sole trader, partnership, limited liability partnership or limited company. There are also many ways to own a business e.g. personally, with a spouse or with family. The initial choice of business structure is crucial as it can be expensive in tax terms if it is unsuitable. Good advice can reduce or defer tax payments initially when cash may be short.



There are many things to think about, which mostly need considering within a short time frame. We are therefore happy to consider and discuss the following typical matters with you:-

- Minimising tax payments.
- Ensuring your business is tax-efficient.
- Providing practical advice on starting and running a small business.
- Assisting with accounting records and management systems.
- Advising on VAT registration, PAYE and national insurance.
- Registering for VAT.
- Preparing forecasts.



Once up and running, you also need to consider the following:-

- How do I finance my business?
- Should I lease or buy a new vehicle?
- How do I employ an assistant?
- How can I improve my cashflow?
- What is the best way to extract profits?

Company formation

If you decide to trade as a limited company you must set it up as a separate legal entity in its own right. We can deal with this and check whether your chosen trading name is available.

We can also advise and ensure that the initial share capital and shareholding are correctly set up most appropriate to your circumstances and ensure tax efficiency.



Fee protection insurance

By engaging us, a good degree of protection will be received, as professional firms have good relationships with H M Revenue & Customs (HMRC) as they understand the quality of our work carried out. However, this is no guarantee that you will not receive a call from H M Revenue & Customs.

The likelihood of you, or your business, being investigated by the tax authorities is higher today than ever before. Random selection and industry specific targeting by HMRC will mean that our professional advice will be needed to state your case to the tax authorities. Should this occur, you may incur significant professional fees. If your defence is unsuccessful, you may perhaps receive an additional tax demand, with interest and penalties.



We will liaise with HMRC to provide them with relevant information and submit a detailed defence against their tax investigation enquiry.

For a modest fee, we can provide Fee Protection Insurance to cover the costs incurred in defending you from most H M Revenue & Customs' tax enquiries.

As we do not self-insure, we have teamed up with one of the UK's leading providers of Fee Protection Insurance to ensure that full cover is provided to you in the event of an enquiry.

Bookkeeping



We provide a number of bookkeeping services, from the complete outsourcing of your finance functions to maintenance of particular areas of accounts, such as bank reconciliation, debtors' ledger and payroll.

For small traders, we can take away the hassle of routine bookkeeping, so that you can spend your valuable time concentrating on running your business.

We provide an efficient, cost-effective recordkeeping service by experienced people, designed to streamline the preparation of management accounts and annual Financial Statements.

You will always have timely information to hand, so that you can keep track of money coming into and going out of your business, and control costs and cash flow. We will deliver the key information you need for decision-making to help build your business whilst allowing you to free up in-house resources for other activities.

As we do the bookkeeping, our fee for the preparation of the year-end accounts will be much lower. Thus combining the bookkeeping and year-end accounts can be cost effective for small businesses.

Payroll

Our payroll bureau can relieve the burden of having to operate a regular in-house payroll system. We provide timely, accurate and flexible payroll services to many organisations.

Outsourcing payroll processing is no longer the preserve of large corporations, and our payroll team specialises in providing a comprehensive payroll solution. If you want to free yourself from payroll completely or just need a bit of help, we have the answer.

Paper or electronic payslips can be forwarded to you or sent directly to your employees. Our payslips are clear and easy to understand for all your employees.

Our service is tailored to your needs so you can pick and choose exactly what you want us to do. We offer a complete one-to-one payroll service carried out by qualified, experienced and approachable staff. Our payroll processing can be done at whatever time intervals you require, including weekly, monthly or quarterly processing.



We advise on payments to HM Revenue & Customs (HMRC) and can deal with HMRC and other third party forms and queries. We can complete forms including P11D, P60 and CIS etc and can handle all aspects of Statutory Sick and Maternity Pay and student loans. We are set up for Real Time Information (RTI) and can make the FPS and EPS submissions each pay period as required.

Sage 50 software support and training



If you prepare your own accounts on Sage, we offer a very cost effective telephone support service to provide peace of mind as we are on call to deal with any queries.

By having support you can ensure that your accounting and payroll function don't have to stop. Supports also ensure that your Sage records and therefore reports are more accurate and useful to you.

We can provide Sage training which is tailored to your specific needs, so it is practical rather than hypothetical. We can also offer advice on upgrades of new Sage software.

We can source, implement and provide training on Sage 50 Accounting and Payroll software and can advise on the software that best suits your business.

Client care

Most of our work is carried out on an agreed fixed fee basis “with no surprises”.

All of our work is covered by Fee Protection Insurance in case of HMRC enquiry.

Our fees include *ad-hoc* telephone support for general queries throughout the year.



Reward scheme for existing clients

We always thank our clients for referring new prospects. This is the way we have developed and grown our business over the years.



We are currently offering a “thank you” present worth up to £50 for each referral which results in us taking on a new client.

So, if you pass on our details to friends, colleagues or business contacts then please ask them to mention your name!

Contact us

Whatever your query may be, we are always ready and able to provide help and support.

We're here to help **Individuals**,
Companies and **Small Businesses**
with their **Accounting** headaches

Telephone today on 0113 225 2232 or
07914 149 008, email paul@all-paul.co.uk
or visit us at www.all-paul.co.uk



