



ka farr&co

CHARTERED ACCOUNTANTS

Your company and your people

It is said that in a great company 'its people are its greatest asset'. Not only do we operate this philosophy in K A Farr, but we also like to support our clients in ensuring they are able to focus on what's important through a number of tailored services.

Trust. Loyalty. Efficiency. Longevity. Expertise. Personal Service.



01704 211 434



info@kafarr.co.uk



www.kafarr.co.uk

Company secretarial support

Our company secretarial services take all the hassle of 'red tape' away from you, allowing you to focus on growing your business. Services include:

Provision of registered office service

Saving you time & stress, we ensure that you only receive important documents as we filter through all mail sent to your RO ensuring that only the important documents are forwarded to you and you don't receive unwanted marketing mail.

We also ensure you never miss an HMRC deadline or receive a penalty as we open all mail on the day it is received, any official communications from HMRC or Companies House are dealt with immediately.

Preparation and filing of statutory returns

The most significant of these is the Companies House Annual Confirmation Statement which we will complete each year on your behalf.

Payroll

Why do it yourself? Payroll can be a complex and time consuming area but is the lifeblood of your business and an important factor in keeping your employees happy in their jobs.

We can take care of all your payroll requirements, with a tailored service to provide you with weekly or monthly payslips for each employee, and a reconciliation of wages, PAYE and National Insurance Contributions (NIC). We also keep you right up to speed with details of amounts to be paid to HMRC and when (so avoiding interest and penalties), from annual returns to be filed online through to benefit details and P60s for each employee.

With our wide range of experience and depth of payroll knowledge, we can quickly and efficiently deal with any queries or problems which arise from personal circumstances such as maternity pay, sick pay, holiday entitlements and redundancy payments. The deadlines for payment of tax and NIC, together with the submission of forms and returns, are now rigorously enforced. We will ensure you are well prepared and ahead of the game so that you do not incur fixed penalties for late submission.

We can also give you the appropriate support and advice to minimise National Insurance liabilities both for self-employed and employed individuals.

Payroll is a tricky area, use our professional service to free up more of your time to work on and grow your business.

CIS compliance

If you are a building industry subcontractor or you hire subcontractors, you may be subject to the collection of tax under the Construction Industry Scheme (CIS). This can be an onerous task, as there are deadlines each month. You have to send your monthly returns to HMRC by the 19th of every month following the last tax month. You'll get a penalty if you miss the deadline for filing returns. Even if the return is 1 day late the penalty is £100, for returns filed more than 12 months late there is a maximum penalty of £3000!

Alongside our payroll services, our comprehensive approach to CIS compliance will ensure that you meet all your obligations, including verification of subcontractors and preparing and filing monthly and year end returns on time, thereby reducing your risks and avoiding hefty penalties.

Maintenance of statutory books

It is a legal requirement to keep the company registers up to date, these include Register of Directors, Share Register and Minute Book.

Company formations

We can form a company for you, we only need a few basic details from you and the formation then takes only 2 – 3 days.

Company searches

Need to know more about a customer or supplier? We can carry out a full search for you including a credit check using the latest technologies and systems.

Preparation of minutes and resolutions

Under Company Law there are many aspects of running a company which have to be minuted or require formal resolutions to be passed, we can deal with these for you.