

*Adding Value to Your Business and Balance to Your Life*

## Clear Vision Services

Business Consultancy	Services Agreed
<b>Vision Day</b> – helping you establish where you are in life and in business, and more importantly where you want to go and how to get there	
<b>Team Day</b> – How to take your team on your journey towards your Vision with you	
<b>One Page Business Plan</b> – the key non-financial measurements you need to improve to drive your business growth	√
<b>Mystery Shop exercise</b> – gauge the first impression of your business and how it compares to your competitors	
<b>Monthly / Quarterly Board Meetings</b> – to hold you accountable to your vision, mission, core values, and your business and personal goals	√
Business Performance	
<b>Ratio and trend analysis</b> - to get down to the areas where profit potential exists in your business	√
<b>5 year summary report and analysis</b> – to show a comparison of performance over the period	√
<b>Financial Forecast</b> – An integrated one year forecast to include cashflow, profit and loss and balance sheet, together with assumptions dictated by you. Sensitivity scenarios can be added as appropriate	√
<b>Rolling Cashflow Forecast</b> – 13 week forecasting tool to help you manage your business cashflow	
<b>Cash Usage report</b> – to show how you are using the cash in your business	
<b>Personal Balance sheet</b> – Keeps track of your personal wealth so ‘whole picture’ decisions are made	
<b>Financial healthcheck on your business</b> - (monthly / quarterly / twice yearly) as appropriate	
<b>Xero online bookkeeping software</b> and monthly license	
<b>Taxwise Fee Protection Insurance</b> – to provide peace of mind against the extra cost of HMRC investigation work	
Accountancy Service	
<b>Annual Accounts</b> - timely and accurate accounts to meet HMRC deadlines – includes annual accounts review meeting	√
<b>Operational Summary</b> – a review of key measurements from your accounts together with a summary of your corporate and personal tax position	√
<b>Monthly / Quarterly bookkeeping</b> - as required	
<b>Quarterly Management Accounts</b> – interim data on your business performance to aid decisions and growth	

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<b>Monthly Management Accounts and Analysis report</b> – interim data on a monthly basis to aid your business decisions and growth	√
<b>Monthly check of data input</b> onto Xero	
<b>Personal Tax</b>	
<b>Personal Tax Return</b> – preparation of your return early so you can mitigate your liability and budget to pay your bill	√
<b>Guarantee to accurately calculate your tax liabilities</b> and submit your return on time	√
<b>Healthcheck</b> – a critical review of your personal tax affairs via our taxability checklist to save you cash	√
<b>Company Tax</b>	
<b>Corporation Tax Return</b> – preparation of your return, calculation of your liability, IXBRL preparation and submission	√
<b>Research &amp; Development tax credit claim</b> – preparation and submission	
<b>Partnership Tax Return</b> - preparation of your return, calculation of your liability and submission of return to meet HMRC deadline	
<b>Healthcheck</b> - a critical review of your company tax affairs via our taxability checklist to save you cash	
<b>VAT</b>	
<b>VAT return</b> – calculation and submission of your return	
<b>Company Secretarial</b>	
<b>Act as your registered office</b>	
<b>Deal with your statutory paperwork</b>	
<b>File your annual return and company forms</b>	
<b>Payroll</b>	
<b>Monthly payroll administration</b>	
<b>RTI submission</b>	
<b>Auto enrolment calculation and administration</b>	
<b>P11D and Class 1A NIC calculation</b>	
<b>Complimentary services</b>	
<b>Unlimited telephone and email support and guidance</b>	√
<b>Secure client portal</b> to safely exchange information and sign off documents – to save you time and money	√
<b>Free training and events</b> – to keep you up-to-date with legislation and ideas to develop your business	√
<b>Pay Less Tax quarterly newsletter</b>	√
<b>Monthly business owner news round-up e-zine</b>	√
<b>Free onsite parking at our premises</b>	√
<b>Credit rating report</b>	√
<b>Three-way meetings with your Bank Manager and Financial Planner</b> – if you would like to include them in our meetings	√
<b>Press Release Service</b> – our marketing specialist will discuss and prepare a release for you to circulate to the local media	√