



## Book Keeping

Book-keeping is always considered a simple process, yet it is very rarely understood and very rarely done properly. Entering invoices on a computer is NOT book keeping.

This is a common mistake made by managers and owners of businesses and by the time they realize this mistake it will be costing their business money.

Book keeping is the processing of the financial information of the business in an orderly and accurate way. This is followed by a strict sequence of reconciliation and checks of balances that ENSURE the information was processed correctly.

## How does it work?

Our first step is to talk with you to understand your requirements. We need to understand not only how your business works but how YOU want us to work. The book keeping service can take place at your site or off site at our offices. The service works for all sizes of business in any industrial sector. We also take on short term projects to help when staff are overloaded or to cover sickness and maternity.

The service includes,

- Full processing of all sales invoices, posting of the information and maintenance of the debtor ledger. Full reports on the state of money collected and outstanding debt and a full collection service of your debtors.
- Full processing of your purchase/expense invoices and maintenance of your supplier accounts. Preparation of timely cheque/Bacs payment runs to ensure you are in command of your expected out goings. A correct accounting processing of all disputes with suppliers.
- Complete posting and reconciliation of all bank, credit card and cash transactions.
- Full processing of your monthly/quarterly VAT returns with full reconciliation both quarterly and annually. This ensures errors in both posting and timing are reported and dealt with before attracting fines and penalties.
- Full postings of all wages information to the accounting program, thus giving more accurate profit and loss information. This is also reconciled to ensure that your payments of Paye to the inland revenue are accurate and up to date.

## Who needs it?

Do you find yourself struggling to get accurate up to date information?

Do you keep getting little surprises?

Do you just get that feeling of things are out of control?

Then take back the control, using our service. Tailor the service to your requirements and you have an effective and economic solution that meets your needs.

## The benefits.

You can rest assured that your accounting function is under control. You will be compliant and have no need to worry about possible VAT inspections or Paye compliance visits. You will be able to ask questions about what is worrying you as you have a specialist on site. You can delegate to this person and free up your own time. Did I mention no employers NIC?

## What to do next

Contact Beech for an informal discussion about your requirements. We can tailor make a solution that will work for your business.

## Beech Business Services

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