



PACIOLI

ACCOUNTANCY SERVICES

FEES & CHARGES

As with all our Services, we will design the best Fee structure that suits your requirements perfectly. If one of our standard Fee Packages doesn't suit you we will work with you to come up with a Fee structure that you are happy with, without ever compromising on the highest standards of professional service delivery we provide.

Whatever Fee Package we agree with you we will review it with you every 12 months to ensure it remains fit-for-purpose.

Standard Monthly Fixed Fee Package

Payable Monthly in Advance by Bank Transfer / Standing Order (on the 1st of each month)

If your business is Not VAT Registered the Monthly Fee is **£100 +VAT**

If your is VAT Registered the Monthly Fee is **£125 +VAT**

The following Services are included within this Standard Monthly Fixed Fee Package:

- General Accounting (Monthly application) *
 - Annual Accounts preparation
- Tax Returns (Corporate and Self Assessment)
 - Quarterly VAT Returns (if applicable)
- Liaison with HMRC on all matters connected to the above (where applicable)
-

** The maximum total number of transactions allowable within the General Accounting component of this Fixed Fee Package is 100 transactions per month. If we are required to process more than 100 transactions per month for you we will agree an alternative Fee Package with you.*

Bespoke Monthly Fixed Fee Package

Payable Monthly in Advance by Bank Transfer / Standing Order (on the 1st of each month)

We work with you to agree on the most suitable structure of which Services we provide and at what frequency. We offer the flexibility for you to select just the Services you require ensuring you get maximum value for money. Once we have undertaken a detailed assessment of your requirements we will then discuss and agree with you a Monthly Fee Package that you are happy with.



The following Services can be included within a Bespoke Monthly Fixed Fee Package:

- Finance Outsourcing (Monthly application)
- General Accounting (Monthly application)
 - Annual Accounts preparation
- Tax Returns (Corporate and Self Assessment)
 - Quarterly VAT Returns (if applicable)
 - Payroll
 - Management Accounts
 - Budgeting & Forecasting
 - Cash Management
- Financial Consultancy & Advice (Retainer)
 - Credit Control
 - Company Secretarial
- Liaison with HMRC on all matters connected to the above (where applicable)

Standard Hourly Rates

Billable Monthly in Arrears

All of our Services are available to you under an arrangement where we record the specific time we work for you. Where we undertake work for you in any calendar month, at the end of the month we will send you an invoice for the work done.

The following Standard Hourly Rates are applicable: (all the Fees below are +VAT)

General Accounting **£15** per hour

Annual Accounts preparation **£30** per hour

Tax Returns (Corporate and Self Assessment) **£25** per hour

VAT Returns **£25** per hour

Payroll **£20** per hour

Management Accounts **£40** per hour

Budgeting & Forecasting **£40** per hour

Cash Management **£25** per hour

Credit Control **£20** per hour

Company Secretarial **£20** per hour

Financial / Operations Assessment **£50** per hour

Financial Consultancy & Advice **£50** per hour

Finance Staff Recruitment, Training and Development **£30** per hour

Liaison with HMRC on all matters connected to the above (where applicable) **£20** per hour



One-Off Fee Arrangements

Billable Monthly in Arrears on an ad-hoc basis as required

A number of our Services are available to you on a One-Off basis. Where you want us to work for you under such an arrangement we will undertake a detailed assessment of your requirements and agree with you the appropriate fee structure that suits you best. We are happy to provide our Services to you on a One-Off basis using either a Fixed Fee or using an agreed Hourly Rate.

Services that can be used under this Package are:

Annual Accounts preparation
Management Accounts
Budgeting & Forecasting
Cash Management
Company Secretarial
Financial / Operations Assessment
Finance Staff Recruitment, Training and Development

XERO Accounting Software Subscription

Payable Monthly in Advance by Bank Transfer / Standing Order (on the 1st of each month)

In order to be able to provide the highest standards of professional service to you we utilise the award winning Accounting software provided by XERO. XERO operate a subscriptions based pricing structure dependent on the requirements placed on their software by your business. Where we pay this monthly XERO subscription for you, to be as transparent and fair as possible we will simply pass on the cost of your XERO subscription to you.

Mileage Expenses

Billable Monthly in Arrears on an ad-hoc basis as required

As part of our commitment to you and to providing you with the best value possible for the high quality, professional services we provide and in line with our policy of only charging our clients for what we do for them, when we do it. If we have to visit you we will apply a Mileage Charge to you on the basis of 45p per mile which is in line with HMRC's Mileage Claim Allowance.

