

## 2024/2025 FULL PRICE LIST

We try to be as transparent as possible about our pricing and full details of how we charge our fees can be found in your letter of engagement. We have produced this price list so everyone knows the costs of each service. It is split into fixed, expected, and minimum. Fixed means that it's a fixed price service, expected means it's what you will expect to pay if you supply all the information in a timely, neat, organised manner without the need for multiple reminder letters, telephone calls or chasing for missing information. The price may increase slightly should any of the work be of a technical nature or extensive work be required. Minimum means that the volume of work effects the price you will pay and this is the minimum price for providing the service to cover the legislative requirements of carrying out the work.



### Personal Tax Work

Various work undertaken in regard to personal and partnership taxation matters. Whether it's a tax code check to make sure you are paying the correct amount of tax or completing your self-assessment tax return we have you covered.

|   |                                 |
|---|---------------------------------|
| Tax repayment fee (via our client bank account).  | £30 plus vat – fixed.           |
| Surplus married couples allowance transfer  | £45 plus vat - expected.        |
| Losses carry back claim (Inc Memos for Income tax/Class 4 NI/UC or Tax Credit)                    | £75 plus vat - minimum.         |
| Tax pack - SA302 & tax overview pack (Required for mortgages) to Clients                          | £75 plus vat – fixed.           |
| Tax pack - SA302 & tax overview pack (Required for mortgages) to FA or Other                      | £105 plus vat - expected.       |
| P800/Check tax liability to see if a tax return is needed   | £160 plus vat – minimum.        |
| Keeping an individual's file open but no work to be done  | £90 plus vat - fixed per annum. |
| Onboarding fee including 1hr consultation (waived if annual fees are over £200)                   | £140 plus vat – fixed.          |
| Third party returns (national statistics, rent applications, references etc)                      | £75 plus vat – minimum.         |
| Third party returns when opinions are required  | £120 plus vat - minimum.        |
| Partnership Return  | £225 plus vat - expected.       |
| Tax Return with other accountancy works (director, self-employed accounts)                        | £225 plus vat - expected.       |
| Tax Return no other works (child benefit clawback, dividends, pension etc)                        | £260 plus vat - expected.       |
| Tax Return with micro self-employment / subcontractor - no accounts**                             | £285 plus vat – minimum.        |
| <b>** No capital allowances/items, No Loan Accounts, No Fixed assets, No Debtors or Creditors</b> |                                 |
| Tax Return with capital allowances (for up to 2 assets) micro self-employment/sub-contractor      | £425 plus vat - expected.       |
| Tax Return with a schedule (£225 + £70) (foreign income, simple IFP from client's own summary)    | £295 plus vat - expected.       |
| Capital gain computations (business or residential property sale, shares, crypto currency etc)    | £295 plus vat – minimum.        |
| P11d check only   | £50 plus vat - expected.        |
| Full P11D work ( <b>£50 per p11d &amp; £65 submission fee</b> )                                   | £115 plus vat – minimum.        |

### Residential Capital Gains Tax \*

Required when you dispose of a residential property in the UK (which is not your main home or covered by losses).

|  |                           |
|--|---------------------------|
| UK residential capital gains calculation                   | £295 plus vat - expected. |
| Residential capital gains submission (per person)          | £125 plus vat - expected. |
| Non-resident capital gains submission                      | £325 plus vat - expected. |
| Non-client supplement for one off job. (no onboarding fee) | £200 plus vat – fixed.    |

\*60 days' time limit from date of sale.

### Financial Statements/ Accounts for Sole Trader and Partnership

Required when accounts are requested to establish the profit on a non-limited company to be included on a personal tax return.

|  |   |
|--|---|
| Micro Self-employed/Subcontractor cash basis statement < £90K                                  | £355 plus vat – expected.                       |
| <b>** With capital allowances, loan Accounts, fixed assets. No bank rec. No balance Sheet.</b> |   |
| Tax Return with capital allowances (for up to 2 assets)  | £425 plus vat – expected.                       |
| Property business accounts (up to two rental sources)  | £140 plus vat – expected.                       |
| Additional rental sources  | £70 plus vat per additional property - minimum. |
| Sole trader or partnership accounts < £40K turnover no VAT (with balance sheet)                | £400 plus vat – minimum.                        |
| Sole trader or partnership accounts < £90K turnover no VAT (with balance sheet)                | £650 plus vat – minimum.                        |
| Sole Trader or Partnership Vat registered <£175K   | £850 plus vat - minimum.                        |
| Sole Trader or Partnership > £175K   | Ask for a personalised quote.                   |

(Prices above are from fully reconciled computerised books – otherwise bookkeeping charges will apply to bring them to fully reconciled. Financial statements/accounts include capital allowances, loan accounts fixed assets, balance sheets etc on an accruals basis or cash basis to suit your situation.

### Limited Company Work

Limited companies come with a lot of compliance and regulations. Our services are designed to make your life as easy as possible and ensure you are fully compliant at all times.

|  |   |
|--|---|
| Company Tax Return (CT600) full period                                   | £300 plus vat - expected.                       |
| Company Tax Return (CT600) additional short period                       | £115 plus vat – expected.                       |
| Capital gain computations (property sale, shares etc within the company) | £295 plus Vat - minimum.                        |
| P11d check only  | £50 plus vat - fixed.                           |
| Full P11D work ( <b>£50 per p11d &amp; £65 submission</b> )              | £55 plus vat – minimum.                         |
| Dormant company accounts (never traded)                                  | £140 plus vat - fixed.                          |
| Non-trading accounts (previously traded) no transactions                 | £220 plus vat – fixed.                          |
| Non-trading accounts (previously traded) up to 60 transactions           | £300 plus vat – fixed.                          |
| ATED Returns   | £250 plus vat per return plus £70 per property. |

### Limited Company Financial Statements (Accounts) fees – minimum

(From fully reconciled computerised books – otherwise bookkeeping charges will apply to bring them to be fully reconciled).

|  |                                     |
|--|-------------------------------------|
| Property FRS105 (includes 2 rental sources) – No property revaluation      | £600 plus vat and £70 per property. |
| Property FRS102 (includes 2 rental sources) – Property revaluation allowed | £800 plus vat and £70 per property. |
| FRS102 (less than 75 transactions in the year)                             | £750 plus vat.                      |
| FRS105 (less than 75 transactions in the year)                             | £650 plus vat.                      |
| FRS105 non vat registered (or Flat Rate VAT)                               | £850 plus vat.                      |
| FRS102 non vat registered (or Flat Rate VAT)                               | £950 plus vat.                      |
| FRS105 vat registered to £150K turnover                                    | £990 plus vat.                      |
| FRS102 vat registered to £150K turnover                                    | £1090 plus vat.                     |
| FRS105 vat registered to £250K turnover                                    | £1250 plus vat.                     |
| FRS102 vat registered to £250K turnover                                    | £1450 plus vat.                     |

Anything over £250K turnover is to be priced accordingly.

### Community Interest Companies Financial Statements (Accounts) Fees – minimum

(From fully reconciled computerised books – otherwise bookkeeping charges will apply to bring them to be fully reconciled).

|   |                 |
|---|-----------------|
| FRS105 non vat registered               | £900 plus vat.  |
| FRS102 non vat registered               | £1000 plus vat. |
| FRS105 vat registered to £250K turnover | £1400 plus vat. |
| FRS102 vat registered to £250K turnover | £1500 plus vat. |

\* Plus £300 if an asset lock transaction or dividend restrictions calculations are required.

### Charities and Independent examinations (Accounts) Fees – minimum

(From fully reconciled computerised books – otherwise bookkeeping charges will apply to bring them to be fully reconciled).

|  |                 |
|--|-----------------|
| SORP Charity Accounts < £25,000 turnover (no legal requirement to prepare) | £750 plus vat.  |
| SORP Charity Accounts < £150,000 turnover <300K Assets                     | £1200 plus vat. |
| SORP Charity Accounts < £250,000 turnover <500K Assets                     | £1400 plus vat. |
| SORP Charity Accounts < £500,000 turnover < £1.5m Assets                   | £1750 plus vat. |
| SORP Charity Accounts < £500,000 turnover £1.5m – £3.26m Assets            | £2000 plus vat. |
| SORP Charity Accounts < £1m turnover < £1.5m Assets                        | £2400 plus vat. |
| SORP Charity Accounts < £1m turnover £1.5m – £3.26m Assets                 | £2750 plus vat. |

### Company Secretary

We offer a full and comprehensive service to ensure your company is always compliant with the Companies Act 2006.

|   |                                  |
|---|----------------------------------|
| Company formations (ready to trade and fully registered with HMRC)                      | * See section below *            |
| Company Secretary annual fee (per company) billed on 1 <sup>st</sup> February each year | £275 plus vat – fixed.           |
| Company Secretary annual fee (Group)  | £550 plus vat – fixed.           |
| Appointment of a New Director *   | £90 plus vat – fixed.            |
| Filing Change of articles of association*   | £125 plus vat – minimum.         |
| Change of Director/PSC/details/resignation *  | £40 plus vat per person – fixed. |
| Production of dividend vouchers (per company dividend) *                                | £30 plus vat – fixed.            |
| Directors' minutes *  | £20 plus vat – minimum.          |
| Change in company name*   | £60 plus vat – fixed plus        |
| Plus filing fee   | £20 disbursement.                |
| Company strike off (including clearance from HMRC) *                                    | £110 + £33 disbursement.         |
| Annual Confirmation statements*   | £80 plus vat – fixed.            |
| Plus filing fee   | £34 filing fee no vat – fixed.   |
| Annual Registered office fee - Company (including 2 persons)                            | £150 – no VAT - fixed.           |
| Plus Additional directors / PSC / Secretaries etc.                                      | £40 – no VAT – fixed             |

\*Company Secretarial annual fee includes unlimited services marked with the \* at no additional fees.

### Company Formation Charges

Company formation includes up to 3 company directors and 3 subscribers per company. This is including everything registered with Companies House and HMRC and the company ready to trade. This also includes initial directors' minutes covering HMRC expenses claims, minutes and share certificates. Price includes up to 3 different share classes and associated proscribed particulars for each class of share. Each formation includes 1-year free registered office address if required. This is then charged at £150 per annum thereafter.

|   |  |
|---|--|
| Property Company with amended property articles                                   | £375.00 plus vat - fixed.                |
| Limited company standard articles.  | £350.00 plus vat – fixed.                |
| <b>(No vat registration, No PAYE, NO pension scheme)</b>                          |  |
| Limited company standard articles with VAT or PAYE<br><b>(NO pension scheme)</b>  | £395.00 plus vat – fixed.                |
| Limited company standard articles with VAT and PAYE<br><b>(NO pension scheme)</b> | £435.00 plus vat – fixed.                |
| Limited company standard articles with VAT, PAYE & Pension                        | £475.00 plus vat – fixed.                |
| LLP Formation   | £475 plus vat.                           |
| Same day supplementary charge   | £340.00 plus vat – fixed.                |
| Amended article charge  | £165 plus vat p/h.                       |
| Additional charge for CIC   | £75 plus vat - fixed                     |
| Additional charge for each additional director or shareholder or member           | £75 plus vat per person – fixed.         |
| SEIS advance assurance clearance (get your shareholders 50% tax relief)           | £1200 - £1400 plus vat – expected.       |
| SEIS issue + company secretary  | £1500 plus vat for 1 <sup>st</sup> year. |
| Holding company & HMRC clearance  | £1400 plus vat – expected.               |

### Charities Work

We carry out all works for Charities to make the trustees job easier and of course fully compliant.

|   |                           |
|---|---------------------------|
| Application to register as a charity                        | £1200 - £2500 – expected. |
| Gift aid claims   | See hourly fees.          |
| Appointment of trustees (including director if limited)     | £90 – fixed.              |
| Change of trustees' details (Including director if limited) | £40 – fixed.              |

### **Bookkeeping**

Too busy to process your paperwork? Why not take the pressure off and let us do the work for you, meaning you will have more time to focus on your core business, while we concentrate on processing, reconciling and keeping track of your debtors and creditors. Our service will be designed to fit around your current procedures and systems.

Bookkeeping – All business types and all works on any software

£33 plus vat per hour - fixed.

### **Payroll, Staff Wages & Subcontractors**

Our services can provide you with weekly and monthly payroll for all employees and we can provide annual payroll for sole directors if required. We will also ensure any payments due for PAYE liabilities are confirmed in a timely manner. We also provide monthly submission of CIS returns to ensure the correct CIS tax is deducted and submitted on time for any sub-contractors.

Nil Year End Submissions

£100 plus vat – expected.

Employer's year end returns

£145 plus vat – fixed for 5 or less employees then £5 per employee thereafter.

Per employee - from summarised information

£4.25 per payslip \*\*

Requires calculation from time records or calculation of holiday pay etc.

£11.30 per payslip \*\*

Sub-contractor statement/payment certificate

£9.90 plus vat up to 5 then £7.70 thereafter \*\*

\*\* (£18 minimum charge per run)

Sub-contractor returns

£18 per submission.

Sub-contractor nil returns

£18 per submission.

Annual payroll run

£80 + vat.

Starters and leavers check and process

£19.80 plus vat - fixed.

Payslips posted direct to employees address

94p per payslip - fixed.

Payslips posted direct to client address

94p 1<sup>st</sup> payslip then 39p per payslip thereafter.

Online payslips or timesheets

Included in processing fee.

Employee draft contract

£85 per employee + VAT – fixed.

PAYE Scheme setup

£135 plus VAT – expected.

PAYE Scheme closure

£135 plus VAT - expected.

### **Pension Submission Work**

\*Pension work is invoiced in 10-minute intervals.

Pension work

£52 plus vat per hour – fixed.

Pension scheme setup

£220 plus VAT – fixed.

(We are unable to recommend a pension scheme because of FCA registration)

Pension correspondence

£15 per document per employee.

### **Salary and/or Supplier Payments**

We can offer to make payments to your employees on your behalf. This is linked to software ensuring each payment is 100% accurate. This service will cost you on a monthly basis and prices vary between £18 - £130 per month as details below but is likely to cost no more than £18 per month for small employers (All prices are plus VAT).

Standard (includes 50 transactions) then 0.30p per transaction after

£18.00 plus vat per client.

Extra (includes 150 transactions) then 0.30p per transaction after

£35.00 plus vat per client.

Advantage (includes 350 transactions) then 0.30p per transaction after

£70.00 plus vat per client.

Complete (includes 750 transactions) then 0.20p per transaction after

£130.00 plus vat per client.

### **VAT Work**

When your business needs to submit regular VAT Returns, we are here to help. Let us ensure you are VAT compliant at all times.

VAT registration and deregistration (including registration level checks)

£135 plus vat - expected.

VAT return submission.

£88 plus vat – minimum.

### **Trust Services**

Trusts can be set up for a number of reasons including asset protection and tax efficiency. You will require a solicitor to write the trust, but we will deal with the tax and HMRC.

|   |                          |
|---|--------------------------|
| Trust registration with TRS   | £350 plus vat – fixed.   |
| Trust tax return  | £300 plus vat – minimum. |
| R85 form completion   | £80 per form – fixed.    |
| Other trust planning work including accounts production if required | see hourly fees.         |

### **Business Sales & Valuations**

When retirement is around the corner, or you just want a change we are still here to support you until the end. We can value your business, negotiate the selling price (the most tax efficient way of course) and help your solicitor with the all the legal paperwork.

|  |                  |
|--|------------------|
| All other sales work and capital refinancing | See hourly fees. |
|--|------------------|

### **Sale negotiation services**

- Overall sales value below £500,000  
Higher of £165 per hour or £5,000.
- Sale value above £500,000 to our estimated value  
Higher of £165 per hour or 1.5% of the overall sales value.
- Over our estimated value of the business  
Higher of £165 per hour or 1.5% of the sales value plus 15% over our valuation.

### **Business Valuation Services**

- For own use where all information is available  
£1600 - £2000 plus vat expected.
- If court instruction is needed with written representation  
£7500 - £9000 plus vat plus disbursements.
- General advice if further instruction is not required  
£165 plus vat per hour.

### **Inheritance tax and whole of life tax planning**

Why not engage us to complete your whole of life tax planning work. This continues throughout your business life and until the very end.

|  |                                    |
|--|------------------------------------|
| IHT Return and Planning report <£1M assets | £1200 - £1600 expected per report. |
| IHT Forms > £1M assets report              | £1600 - £2500 expected per report. |
| Yearly update of the report                | See hourly fees.                   |

### **Hourly Fees & Ad Hoc Services**

In all hourly based services the job at hand is assessed and assigned to the individual who has the relevant knowledge and expertise to carry out that job and is available at that point in time.

|   |                            |
|---|----------------------------|
| Administration Staff  | £47.50 to £54.00 per hour. |
| Trainees, apprentices, and accounting technicians   | £33.00 to £49.50 per hour. |
| Client managers   | £49.50 to £84.00 per hour. |
| Payroll & VAT   | £49.50 to £66.00 per hour. |
| Bookkeeping Staff   | £33.00 per hour.           |
| Partners and Directors (general works)  | £165.00 per hour.          |
| Partners and Directors (specialist works – court work, complex investigations, loss claims etc) | £195.00 per hour.          |
| Ad Hoc Services onboarding fee  | £140 per person.           |

### **Administration Charges**

Due to how time-consuming administration duties can be, we will now have to charge extra for the below administration work. Storage fees will now apply as we do not have capacity to keep all our clients' records.

|  |                                 |
|--|---------------------------------|
| Tax repayment fee (via our client bank account)        | £30 plus vat – fixed.           |
| Failed direct debit charge                             | £30 plus vat – fixed.           |
| Chasing late payment (3 <sup>rd</sup> time)            | £25 plus vat – fixed.           |
| Record storage fee (after 1 month from job completion) | £15 plus vat per month per box. |
| Cancelled direct debit                                 | £30 plus vat – fixed.           |

**25% supplementary surcharge.**

Should your work arrive in the office within 1 month of any annual statutory filing deadline, 3 working days of a monthly deadline or 24 hours before a weekly deadline there will be a 25% supplement on top of the charges listed above. This is due to additional wage costs we need to charge a supplement to reward staff for working beyond their normal working hours to meet your deadline. As a company we show our appreciation when our staff go above and beyond for our clients.

**Computerised Software (all prices are plus VAT)**

Why not streamline your financial processing? The following software's can provide you with valuable insights which we can supply from our sister company 1st Cloud Technology. If you are unsure which software is best for your requirements, speak to your client manager.

| <b><u>Software</u></b> | <b><u>BASIC</u></b>                                  | <b><u>MID RANGE</u></b>                            | <b><u>PREMIUM</u></b>                              |
|------------------------|--|--|--|
| Quick books            | Simple Start<br>RRP: £14.00pm<br>Our Price: £12.00pm | Essentials<br>RRP: £28.00pm<br>Our Price: £26.00pm | Plus<br>RRP: £38.00pm<br>Our Price: £36.00pm       |
| Xero                   | Starter<br>RRP: £15.00pm<br>Direct from Xero         | Standard<br>RRP: £30.00pm<br>Direct from Xero      | Premium<br>RRP: £42.00pm<br>Direct from Xero       |
| Sage Online            | Start<br>RRP: £14.00pm<br>Our Price: £10.00pm        | Standard<br>RRP: £28.00pm<br>Our Price: £20.00pm   | Plus<br>RRP: £36.00pm<br>Our Price: £28.00pm       |
| Sage 50 Cloud          |  | Standard<br>RRP: £92.00pm<br>Direct from Sage      | Professional<br>RRP: £186.00pm<br>Direct from Sage |

**Technology solutions**

We provide the following technology services from our sister company 1st Cloud Technology so you can feel confident you have technical support to hand when you require it. We also offer third party integrations such as Dext to help you operate an efficient bookkeeping process.

Dext standard – unlimited processing, unlimited users  
Dext precision – invoice items are split, compare across company  
Sage 50 support – sage cloud connection  
Remote / telephone technology support

£45 + VAT per month - fixed  
£275 + VAT per month - fixed.  
£30 + VAT per month - fixed  
£55 + VAT per hour – fixed

**Office 365**

(All include word, excel, PowerPoint, teams, outlook, exchange OneDrive, SharePoint)

- Business Basic
- Business Standard (plus access and publisher)
- E1 - Business Basic for remote desktop services
- E3 – Business Standard for remote desktop services

£6.40 + VAT per month - fixed  
£12.28 + VAT per month - fixed  
£10.00 + VAT per month - fixed  
£25.24 + VAT per month - fixed