



ACCOUNT WRYTE

Company Secretarial –  
Officers of a limited company  
And Other Services

We **relish** regulations



# The big benefit

We know what your responsibilities are, so **you do not have to worry!**

The Companies Act 2006, was completed on 1 October 2009. It is the main piece of legislation which governs company law in the UK. The prime aims of the Act are: to modernise and simplify company law, to codify director's duties, to grant improved rights to shareholders, and to simplify the administrative burden carried by UK companies.

The act has seen many additives to the legislation, along with comprehensive improved transparency and responsibility, like the introduction of the **Persons with Significant Control Register**.

Stakeholders are all individuals or businesses affected by the trade of your business.

These stakeholders can be in the form of customers, suppliers, investors, directors, employees, government organisations, owners (shareholders), and even the community from which the business draws its resources.

## **Management information at your fingertips**

The real power of the PSC register is having important company information to hand. Information such as, who owns the company, who has legal rights and obligations?, can they affect the output by control? As part of our Premium set up we will set up the register which is bespoke to your company, communicate with you each step of the way and ensure you understand your obligations to all stakeholders regarding the register.

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***“We know what your responsibilities are, so you do not have to worry!”***

# What has this got to do with me?

Your responsibilities are to comply with the Companies Act 2006. Our expertise will assist you to fulfil your responsibilities... **hassle free!**

If officers of a company deny their obligations to society as a whole, including government governing legislation, they could find themselves with hefty penalties and maybe end up in the confines of a prison cell!

The Companies Act 2006 is an important piece of legislation, and it is not to be taken as a bit of bed time reading! It is difficult to understand and extremely arduous.

Trying to remember it all is just as consuming, especially when it is one of the many responsibilities you have.

Your time is precious. The Companies Act 2006 is 761 pages long (at 4/16), imagine how long this would take to read! Let alone put it into practice.

## What we do



To take away this hassle we specialise in providing you with a company registered office address and the Persons With Significant Control Register, which means you know it is set up the right way and will save you hours of time and frustration. Post directed to your registered office address will be scanned in to our database and emailed to you for your attention. Your register will be kept up to date if you so wish.

# How you benefit

You will benefit from each of the following:



**We will ask you for your existing statutory file**, if we do not have it, and collate the information regarding ownership, directors, memorandum and articles of association (if possible). We have the resources at our finger tips to collate this information with your approval. This is time-consuming. If information is missing we will advise you on the steps to take next. This will save you time and avoid the headaches of trying to find this information.



**Set up an organisational chart specifying the persons with significant control**, this is not just based on share-holdings. The legislation is complicated and depends on the structure of your company. We will also document for your internal records the structure of your business.



**There are statutory notices to go out to people identified** with significant control and issues of Protection to consider, we will explain this to the directors and ensure it's dealt with sensitively. We will issue the notices to the relevant people as per the act, and follow up obtaining the correct information for the register.



**Of course, you may like to then draw up your own PSC register** or follow on to file it at Companies House, alternatively we can do it all for you.



**Keep the company law abiding** – As part of your full or premium set up we will ensure that we act in a professional manner to ensure your register and other statutory documentation is kept up to date, communicating to you at quarterly intervals. E.g. Anyone (with a proper purpose) may have access to your register free of charge, or have a copy of it for an optional fee. You must respond to the request within 5 working days of receipt.

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***“This will save you time and avoid the headaches of trying to do it yourself”***



# Popular add-ons

## Registered Office Address

We can offer you the provision of stating your registered office address at our address. This can be offered to the Full-Set up service level as an optional add on. We will deal with your post received forwarding it on to you, your register will be held online at Companies House.



## Cash is so important

For the Essential set up service payment is due on commencement of the work. However, we want to help you with your cash flow, so...

With our Full and Premium set up options as well as benefitting from keeping up to date, you can spread the full cost over 6 or 12 months by direct debit.

## Your options at a glance

The table across summarises what is included within each of our Company Secretarial set up service levels. As a quick reminder:

**Premium set up** – This is the best option for busy business owners who want a registered office away from the trading operations so they can concentrate on their business and directors can have their own residential address on the register but not at Companies House.

**Full set up** – This is our most popular option because you get access to your register online at Companies House, and maybe advantageous for regulated not-for-profit organisations.

**Essential set up** – This option is best for those business owners who are simply looking to get the basics set up fast. With no hassle and time spent on statutory literature.

	Premium set up	Full set up	Essential set up
Your options in detail			
Obtain and collate existing statutory file	✓	✓	✓
Ascertain who are PSC's (chart prep)	✓	✓	✓
Communicate with company on issues of Protection	✓	✓	✓
Issues notices as per the ACT	✓	✓	✓
Set up PSC register at Companies House	✓	✓	✗
Monitor by communicating quarterly with designated director	✓	✓	✗
Confirm and file updated information at Companies House	✓	✓	✗
Offer Registered office address	✓	✗	✗
Prepare and fill in company's own physical PSC register as per statute law	✓	✗	✗
Hold PSC register at the Registered office address	✓	✗	✗
Display our company name at our premises	✓	✗	✗

**Note** The price of the service is fully deductible for tax purposes, which means, in effect, HM Revenue and Customs will refund you a portion of cost (subject to the rate of tax you pay). Don't forget if you are VAT registered the VAT is reclaimable on your VAT returns.

A hand holding a pen is positioned over a laptop keyboard and a document with a grid pattern. The entire image is overlaid with a semi-transparent orange filter. The text "Other Services" is centered in white.

# Other Services



## The benefit to you!

By utilising our related services that we offer, you can save time and money!

We are more than happy to create a package designed specifically to your needs, which may encompass many of our services allowing us to offer you certain services free of charge.

The very nature of our services inter-relate to each other.

E.g If we complete your bookkeeping, then the time spent on year end accounts, is dramatically reduced as we have subjected your record keeping to our strict internal controls and professional expertise. Your year-end accounts will still be verified by another accountant, but the time spent is dramatically reduced.

## What if my business is not making profits?

Fail to plan, plan to fail!

One of the biggest mistakes businesses make is not having a strategic plan in place for their business, and the objectives of their business documented.

### What we do



There's nothing better than being given back time to focus on business ambitions to plan and to grow. We are genuinely interested in your success, it's integral to our own. We like giving support in other areas of your business plans such as marketing, internal controls to assist the flow of administrative burdens, along with project appraisals for new ideas!

# Popular Additional Services

## Business plans

A business plan gives an outline of your business, the market in which it will operate and how it aims to make money – and should answer this question: why will your business succeed when so many others fail?

### ***Concise & Specific***

Making sure your plans are specific and concise. Plan how it's going to make money from the start, use simple language and being concise will assist you to drill down on how you will actually deliver the plan.

### ***Know your market***

A big part of knowing whether your business will be successful is understanding your audience. Make sure your plan is clear about your target market – who will you be selling to and how many other companies are already selling similar products?

### ***Know your finances***

The other essential part of a business plan is the finance section. If your business isn't going to make any money, it won't be successful so you need to be very clear on how you will make a profit. Use it to your advantage – your plan will be incredibly useful when it comes to securing loans and investment, but that's not its only use. It's also a personal tool to help you understand your objectives.

## Budgets and Cash flows

Budgets are financial in nature, but are created with a lot of time and effort. Knowing your initial plan, we will put into financial terms your objectives.

Initially a meeting to discover your plans will assist us, in asking you the right financial questions so we can really drill down on the intricacies of your sales, cost of sales and overheads. We can ascertain exactly how you envisage your income and expenditure will materialise.

Coupled with a budgeted profit and loss, and balance sheet, we will establish the timings of the cash flows from the budget prepared.

This is unique to your business and your ideas!

### THE BIG BENEFIT IS...

Knowing that your plans will work. The plans are not fixed, they can be flexed to accommodate changing market environments, and to react to other factors that may be either in your control or not. E.g. A leading competitor enters your geographical area, should I lower my price to compete? We can answer this for you, by feeding back on your original plans and budget.

## Computer Consultancy

Deciding on which software package to use, not only for accounting purposes but for your business as a whole, is extremely time consuming and exhausting. There will be areas of your business you fully understand, but other areas such as the accounting function that you would like to have confidence in, but time is the overriding factor.

Having an accountant who understands how your business operates and what you need to see for making management decisions is paramount to your success.

Information fed back from your accounting systems should be, clear, concise, understood and presented in a timely fashion. We will assist you every step of the way, creating a project unique to your business. Routines and efficiency is our forte. We can assist in establishing areas of responsibility for the new project, communicating it to staff and explaining the underlying nature of routines, which ultimately will lead to their confidence in their job and thus your business.

### Pricing



Pricing for additional services will be tailored to your specific needs. Added value is paramount every step of the way. Our package pricing is designed with you in mind. Your success is our success!



# We're **BATTY** for budgets

## Account-Wryte Ltd

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"Account-Wryte have helped my business hugely. They have given me the help and guidance with my accounts and made it easy to understand. I would highly recommend their services as you can be guaranteed of that personal touch"

*Richard*