

# Jolliffe's

## Accountancy Services

*Small enough to care, large enough to cope!*

*Better Books : Better Business : Better Life!*

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### **HELPING YOU STAY IN CONTROL**

Whether your business is a limited company, sole trader or partnership, we'll keep your financial information up to date and submit the relevant returns to HMRC and Companies House on time. We'll also deal with any enquiries from them on your behalf, saving you time and taking away the 'fear factor' of dealing with government organisations.

Our efficient, proactive accountancy services will ensure your business stays compliant and avoids penalties for late, missing or inaccurate submissions.

### **SAVING YOU SPACE AND KEEPING YOUR DOCUMENTS SAFE**

We offer a collection and delivery service for your financial documents. If you prefer, we can store your documents securely at our fully insured premises, freeing up space in your offices.

### **HASSLE – FREE ACCOUNTING WITH JOLLIFFE'S**

From managing your year end accounts to completing your annual returns, it makes life a lot easier when an expert you can trust manages the process for you.

- **Year End Accounts** – Your year end accounts form the basis of your tax return(s) and give you important information about how your business is performing. You'll need them for business planning and to support any loan or grant applications. We'll make sure your accounts are complete and give an accurate picture of your business's financial condition and future prospects.
- **Annual returns** – If you're a limited company, you have to send Companies House an annual return to confirm certain details about your business, such as the registered address and the identities of all directors. You may also need to provide details about share capital. We'll complete and file the form on your behalf – all you need to do is give us any missing details and sign the form.
- **Company Secretary** – Ask us to act as company secretary for your business and we'll take over some of the administrative tasks, such as maintaining your statutory books and organising the AGM. We can also advise the Board on accounting and tax implications for proposed business changes.

For information and advice regarding any of the above please contact us on

**T. 0845 258 1445    E. [info@jolliffes-accounting.co.uk](mailto:info@jolliffes-accounting.co.uk)**

Don't forget we offer all new customers a free, one hour, initial consultation.