

## Book Keeping

Small enough to care, large enough to cope!

Better Books : Better Business : Better Life!

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### HATE BOOK KEEPING?

*Don't worry we don't!*

- *Save time, money and hassle*
- *Get organised*
- *Make sense of the numbers*
- *Protect yourself from the tax man*

Most business people find accounts and book keeping baffling, the problem is it's illegal to do bad book keeping. The taxman can fine you £3000 for not following the rules. They can also challenge your tax bill if they can find a mistake in your book keeping.

Jolliffe's are here to remove the headache of book keeping so you can actually get on with the profitable elements of your business.

For hassle-free book keeping, we can handle all your paperwork so that you gain more time to spend on your core business. We can collect all the necessary documents from your premises and work on your books weekly, monthly or quarterly, which ever you prefer.

Our flexible book keeping services include:

- All Day to Day transactions
- Data entry – sales, purchases and bank transactions
- Maintaining customer / supplier records
- Raising sales invoices
- Bank reconciliation
- Expenses management
- Month end adjustments and closing journal entries
- Nominal ledger reporting
- Debtors and creditors reporting
- P&L statements and balance sheets

To complement these services, why not ask us to handle your credit control, VAT and payroll as well?

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.