Bookkeeping Packages

	Finance Director Package	Business Growth Package	Bookkeeping & Accountancy Package	Bookkeeping Only Package	Accountancy Only Package
Monthly Input of sales	✓	✓	✓	✓	
Monthly Input of expenditure invoices	✓	✓	✓	✓	
Monthly Bank Reconciliation	✓	✓	✓	✓	
Monthly Merchant Reconciliation	✓	✓	✓	✓	
Monthly Credit Card Reconciliation	✓	✓	✓	✓	
Payroll for staff, directors and CIS (where necessary)	✓	✓	✓	✓	✓
Monthly management accounts with KPI's	✓	✓	✓		
Monthly reviews of your KPI's to access current trends and suggest improvements where possible	✓	✓			
Quarterly VAT preparation and submission (where necessary)	✓	✓	✓	✓	✓
Quarterly Finance meetings arranged to include your business coach (if applicable)	✓				
Annual Return	✓	✓	✓		✓
Preparation and submission of annual accounts to HMRC	✓	✓	✓		✓
Preparation and submission of annual account to Companies House	✓	✓	✓		✓
Preparation and submission of directors personal tax return to HMRC	✓	✓	✓		✓
Bound set of Limited Company Accounts for retention	✓	✓	✓		✓
Access to bookkeeping and payroll experts	✓	✓	✓	✓	✓
Xero Subscription	✓	✓	✓	✓	✓
Subscription to Autoentry to collate expenditure	✓	✓	✓	✓	✓
Full protection of Tax Insurance	✓	✓	✓	✓	✓
Annual Goal and Budget Settings	✓				
1 to 1 advice and support direct with Tracy	✓				