

Menu of outsourcing services

Below is a list of the main outsourcing services offered by Saffery Champness:

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|---|---|
| Maintenance of computerised accounting records | ✓ |
| Weekly | |
| Monthly | |
| Quarterly | |

| | |
|--|---|
| Purchase ledger management, supplier payments and provision of creditor reports | ✓ |
| Weekly | |
| Fortnightly | |
| Monthly | |

| | |
|-----------------------------|---|
| VAT returns | ✓ |
| Check your workings | |
| Complete on your behalf | |
| Submit online as your agent | |

| | |
|-------------------------------|---|
| Raising sales invoices | ✓ |
| Weekly | |
| Fortnightly | |
| Monthly | |

| | |
|------------------------------------|---|
| Management accounts | ✓ |
| Monthly | |
| Quarterly | |
| Annually for pre year-end planning | |

| | |
|---|---|
| Credit control and provision of debtor reports | ✓ |
| Weekly | |
| Fortnightly | |
| Monthly | |

| | |
|--|---|
| Content of management accounts | ✓ |
| Commentary and KPIs | |
| Summary P&L | |
| Detailed P&L tailored to your specific needs (including actual vs budget comparison) | |
| Balance sheet | |
| Debtors listing | |
| Creditors listing | |
| Bank reconciliation | |
| Other balance sheet reconciliations | |

| | |
|---|---|
| Budgeting | ✓ |
| Assisting you to prepare your annual budget | |
| Provision of monthly forecasts | |

| | |
|---|---|
| Expense claims - checking and monitoring | ✓ |
| Weekly | |
| Monthly | |
| Quarterly | |

Outsourcing services continued:

| | |
|---|---|
| Payroll | ✓ |
| Processing only | |
| Processing and onward payments | |
| Payroll processing | ✓ |
| Weekly | |
| Fortnightly | |
| Monthly | |
| Monitoring of cashflow and cashflow forecasting | ✓ |
| Weekly | |
| Fortnightly | |
| Monthly | |
| Treasury management and liaising with bankers | ✓ |
| | |
| Employee benefits | ✓ |
| | |
| P11(D)s | ✓ |
| | |
| Remuneration planning | ✓ |
| | |
| Interim financial management | ✓ |
| | |
| Regular advisory meetings | ✓ |
| | |

| Data required for initial fee estimate: | |
|--|--------|
| Transaction type | Volume |
| Sales invoices | |
| Debtor receipts | |
| Purchase invoices | |
| Creditor payments | |
| Other bank receipts and payments | |
| Credit card transactions | |
| Petty cash transactions | |
| Employee expense claims | |
| <i>Or you are welcome to provide us with your existing accounting records (such as Sage backup) and we will extract the data</i> | |
| | |
| Other information | Answer |
| | |
| Number of bank accounts held | |
| Number of employees | |
| Details of any information which can be provided electronically (Excel or CSV if possible): | |
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| | |
| | |

Contact details

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