

DANBRO SERVICES

UMBRELLA COMPANY – (01253) 600141

•	We anticipate a mutual expectation that you will be undertaking multiple contracts with Danbro as you experience a high level of service
•	Daily Payroll runs
•	Professional Indemnity cover up to £5 million
•	HMRC Dispensation in place
•	A service which is fully approved by the HM Revenue & Customs
•	Payslips detailing income, expenses and deductions
•	No joining or termination fee
•	If you do not work you do not pay
•	Group pension scheme
•	Comprehensive and generous expense policy

YOUR OWN LIMITED COMPANY – (01253) 600140

•	A dedicated client manager
•	All aspects of company tax and accountancy advice; including IR35
•	Provision of a comprehensive spreadsheet to help with the recording trading activities and management controls of the company
•	Preparation of weekly/monthly pay slips for one fee earning director and one additional non fee earning employee
•	Preparation of Quarterly VAT returns
•	Advice on joining the Flat Rate Scheme for VAT
•	Dividend administration
•	Support for all secretarial matters
•	Dealing with all correspondence from HMRC and Companies House
•	Preparation of Mortgage / Tenancy References
•	Preparation of annual PAYE returns
•	Preparation and submission of Annual Accounts
•	Preparation and submission of corporation tax computations and corporation tax return.
•	We will prepare the self assessment tax return for the director free of charge on the basis that their income is derived mainly from their limited company. If their tax affairs are more complex a small fee maybe payable.



INITIAL SETUP

•	The formation of your own Limited company
•	Advice on the optimal share structure for your new company
•	Registering the company with HMRC for PAYE and corporation tax
•	Registering the company for VAT – if required
•	Assistance with the opening of a company bank account

TAILORED SERVICES WITH DANBRO

To compliment our standard service you may wish to consider some of our additional accountancy services that would suit your needs.

•	<p>Add our Bookkeeping Service</p> <ul style="list-style-type: none"> If you do not have the time to complete our spreadsheet or to record your trading transactions using a standard accounting package, you may want to send all your paperwork, bank statements, details of cheques etc to us. <p>Add Quarterly Management Accounts</p> <ul style="list-style-type: none"> Receive quarterly management accounts that provide a snapshot of your trading activities highlighting profit available for dividends and all tax liabilities of the company. Under this service you will usually receive draft annual accounts within 1 month of you company's year end reporting date.
•	<p>Or simply use our Complete Service</p> <ul style="list-style-type: none"> As part of this complete service, on your request, we are able to offer the facility to generate sales invoices on behalf of your company which would then be sent to your agency for payment into your Company bank account. If you also send details of the expenses that you have incurred, we will be able to complete a weekly or monthly advice sheet highlighting net salary payable, reimbursable expenses and estimate profit after tax. Includes bookkeeping and quarterly management accounts service noted above.
•	<p>Professional Fee insurance</p> <ul style="list-style-type: none"> As part of the 'Best Practice' advice that we have received from our Institute, we offer Professional Fee insurance, which will cover any accountancy fees, in the event of an investigation from HMRC.
•	<p>Registered Office</p> <ul style="list-style-type: none"> Use our office address as your company's registered office. Ensuring important documents from HMRC and Companies House are sent direct to Danbro.

**PCG OneStop Alliance Partner, PCG Quality Accountant,
Professional Passport - Audited and Approved 2008,
Accountancy Age Finalists - Small Firm of the Year & Best Use of Internet: Practice 2008,
Accountancy Age Finalists - Small Firm of the Year 2005,
Iris – Progressive Practice Award Winners 2003.
Regulated by the Chartered Institute of Management Accountants**

Danbro Accounting Limited registered in England and Wales, number 3884932,
Registered at Unit 15 Thompson Road, Whitehills Business Park, Blackpool. FY4 5PN

