

# A GUIDE TO BELL TINDLE WILLIAMSON LLP AND THE SERVICES THAT WE PROVIDE



Bell Tindle Williamson LLP

Chartered Accountants

& Business Advisors

## Welcome to Bell Tindle Williamson

Bell Tindle Williamson (BTW) is a firm of Chartered Accountants, looking after the interests of clients throughout the North East of England, as we have done for over 75 years.

The firm primarily acts for small to medium sized enterprises, charities and social enterprises covering a broad spectrum of business sectors.

At BTW we understand that running your own business is both exciting and challenging and we have experienced staff members who want to help you succeed. We pride ourselves on our varied knowledge and range of services and our team of financial experts are always on hand to offer advice specifically tailored to meet your commercial needs. So, whatever you want from your business we **can** help you achieve it.

What differentiates us from other accountancy firms? Our people! Core to what we do is that we put our clients first. We are strong in technical skills – you would expect that – and we always try to apply them in a sympathetic and positive way. We find that working with clients rather than for them benefits all concerned.

Our personal, proactive support and guidance will ensure the financial management of your business is under control enabling you to channel your time and energy into your area of expertise. A winning combination which will allow your business to prosper and grow!

## Services Offered

At BTW we are constantly reviewing our business and tailoring our services to meet our clients' changing needs. The services we currently offer are:

### General Business Guidance

From pre-start up to first year-end and through all your business changes we can guide and advise you.

### Accountancy & Audit

We'll help you to prepare accounts - or do them for you. That way you will know how your business is performing and you'll know that the demands of Companies House and HM Revenue & Customs can be met. As and when you need an audit we are able to provide that extra assurance too.

### Taxation

Whether you're a limited company or a sole trader, a partnership or even a not-for-profit organisation you can't escape HM Revenue & Customs!

At least, with our help, you'll know that you're getting sound advice. You'll get all the help you need with tax returns and, we will also help with tax planning.

Tax planning might include anything from: Inheritance Tax to Capital Gains Tax; whether or not to buy a company car; should you take a dividend or salary? Is a pension scheme appropriate? Should you register for VAT? Should you involve employees in owning shares in your business?

In other words, what are the tax consequences of the many business decisions you have to take and how can these be mitigated?

## VAT

As well as a full range of advisory services, we're on hand if you need any help with your VAT returns or VAT queries.

## Bookkeeping

We operate a full bookkeeping service aptly named '**By The Book**' from either our office or from your premises. We are also able to access your computer system remotely, should you wish, saving on time and resources. However, if all you need is a little advice from time to time, then we are happy to provide this and help you along the way

## Payroll

We use Sage payroll software and operate a full payroll bureau service. We are able to assist in all matters relating to PAYE, National Insurance and Real Time Information (RTI).

We can also offer advice on the new requirements of Auto Enrolment.

## HM Revenue & Customs Investigations

Hopefully, this won't interest you! However, if you are the unfortunate "victim" of an investigation we have in-depth experience of how to handle this. We won't be able to stop an investigation once it's begun but we can provide advice, support and advocacy throughout the process and we also offer fee protection insurance to cover these costs.

## Management Advice

If you're looking for sound advice based on years of practical experience – we're able to provide just that. We pride ourselves on working with clients, not just for them. We want to be part of your team!

## Buying, Selling and Exiting Businesses

It's rare that you'll do this more than once! Whether you're a buyer or a seller you'll want to ensure that you cover all the angles. Our wide experience will give you the comfort and practical guidance you'll need, including carrying out due diligence, helping to select appropriate legal advisers and providing money saving tax planning and guidance

## Forensic Work

If you need an in-depth investigation, help with a partnership dispute, a company valuation or assistance with any matters which fall outside the "normal" areas of accountancy and audit – come and talk to us. It's likely that we can help.

## Fund Raising and Grants

If you need to inject funds for expansion, diversification or to cover the unexpected, we can help. This could involve sourcing grants, the preparation of a funding proposal, participation in negotiations or, merely, providing introductions to banks or other funding sources.

## Financial Assistance

Where it looks as though you would be eligible for grant or loan assistance we'll make sure you have the best possible chance of a successful application.

## Limited Company Advice

We can advise with company formation, issuing shares, appointing directors and nominating a registered office. We can then help with all company secretarial services and assist with your Annual Return.

## Business Recovery and Insolvency

In times of financial difficulty we can advise and counsel. Wherever possible, it's our aim to get you and your business back on your feet. If that's not possible then we can, at least, help to protect you from the pressures of "unsympathetic" creditors

## Succession Planning

We think it's always a good idea to plan ahead and this includes your "exit strategy". How are you going to retire? Will you sell your business, pass it on to family or transfer it to the workforce? We can help you formulate your plans and work with you towards achieving your objectives.

## Financial Healthcheck

We also offer clients and prospective clients the opportunity of a FREE fully comprehensive financial review, including help and guidance in a number of key areas. We have access to a network of fully qualified IFA specialists, to whom clients can be referred if more specialist advice is required.

## Other Professional Advice

We know our limitations! We're Chartered Accountants - not lawyers, insurance salesmen, pension advisers or mortgage brokers - but, if that's what you need, we can certainly point you in the right direction. We have a network of first-class advisers who will deliver the appropriate advice. We will always do our best to give you a comprehensive and relevant service.

## Sage Software

Thanks to our partnership with Sage, we are able to offer significant discounts to our clients when purchasing Sage Products. In addition we offer support and training on most Sage Products

## Key Contacts

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