



How it Works

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Capital City Accountancy Ltd has developed a flexible accounting service specifically tailored to make it easier for contractors to run their own business. Once you become a CCA client, we set you up with your own online book keeping account which allows you easy access to your company information and reports, making it easier for you to manage your business. Your online account also links straight into our bookkeeping system which cuts down on data entry requirements by greatly reducing the need for you to supply paper copies, emailing documentation, or providing data in different formats. All we require from you is to ensure you enter all information correctly.

Within your own online book keeping account you enjoy the freedom to:

1. **Store contract details and generate company invoices**

Input details for new contracts, edit details of existing contracts, view all your current contracts. Once you have input your contract details, producing your weekly or monthly invoices is a breeze. Your contract details are preloaded into an invoice template – you simply complete the number of days, hours or shifts that you have worked, and the invoice will be generated complete with the period the invoice covers, the invoice date, your client's details, your company bank account, and Company registered number. You can then print the invoice or if you wish email a pdf of your invoice to your client. You also have the ability to review your invoice history online. There is also a section to complete details of any purchases you make that your client has agreed to reimburse you for (such as hotel stays, flights, rail tickets etc) outside of your contract rate.

If your company is registered for VAT, this will automatically be added to your invoice.

2. **Store company information**

View/edit your company registered office address, director and shareholder details, VAT registration (if applicable) and bank account details. CCA is automatically notified of any changes you make to your company details so we can complete and submit any necessary notification paperwork to the HMRC and/or Companies House.

3. **Expenses**

Enter expenses for your accounting records, and also review your expenses history.

4. **Earnings**

This section allows you to view your current personal earnings to date through your limited company - it also helps you keep an eye on your personal tax position throughout the year.

5. **Quarterly statements (Service 1clients only)**

Each quarter CCA posts a Profit & Loss Statement to your CCA online account. This summarises your total company income, expenses, salary payments, dividend payments, and estimated tax liability for the period. Treat it like a quarterly pit stop – it gives you a snapshot of the state of your company four times a year.

6. **Tool Box**

The tool box contains a collection of useful information and company documentation relating to you and your company. For example, guides to expenses, your company tax operation, VAT, useful company documents/certificates and personal tax self-assessment information.



How is your information stored?

Working in the background of our online book keeping system is a MySQL database. Each client has their own database which stores company information, invoicing details, expenses details etc relating only to their company. You can request a copy of your database from us at any time.

The CCA web service itself is hosted on our own dedicated web server (supplied by Memset - a UK based hosting company) and is fully backed-up every night.

Paying yourself from your limited company

It is all good and well earning money for your company, but at some stage you will probably be wanting to get your hands on some of it. Our system runs a live Profit & Loss account on your home screen, so you can always see how much profit your company has made, and what is available to pay yourself. Our system is designed to be extremely easy to use and intuitive, and enables you to see at a glance what your company owes you (for salary payments and expense reimbursements), and also what retained profit your company has, which you can take as dividends. Because the figures can be updated in real time, you always know where you stand.

Paying others from your limited company

From time to time your company will need to make some TAX payments. These cover things such as VAT, PAYE, NI, and Corporation tax. Each time a tax payment is due, we help take care of any/all of the paperwork, you just have to pay the bill. To do this, log into your company Internet banking account, and make the payment. We will contact you each time a payment is required (usually four times a year for PAYE, NI, and VAT, and once a year for corporation tax) with the details, amount, and when payment is due. It is then up to you to make sure these payments are made.