

Our Services & Fees

Capital City Accountancy Ltd offers two services tailored to suit the needs of professional contractors working in the UK who want to ensure they operate in the most cost effective way. The standard services detailed below have been created over time to closely follow the requirements of the majority of our client base. However, our clients are not restricted by these standard services. If you have any specific requirements, we are happy to discuss these with you and offer a solution.

Included in each package	Service 1 £105/mth (+VAT)	Service 2 £75/mth (+VAT)
Bookkeeping		
Secure access to the CCA online bookkeeping system	YES	YES
Majority of bookkeeping work done by us	YES	NO
All business transactions checked monthly for errors or omissions	YES	NO
Company Accounting		
Preparation of annual financial statements and company tax return	YES	YES
Submission of the financial statements to Companies House and HMRC	YES	YES
Company Taxes		
Dealing with general VAT/PAYE/Corporation Tax correspondence	YES	YES
Routine advice for VAT/PAYE/Corporation Tax	YES	YES
Notification to HMRC of changes in officer or company details	YES	YES
VAT registration (for those who request this)	YES	YES
Preparation and submission of VAT returns	YES	YES
Advice regarding the VAT flat rate scheme	YES	YES
Company payroll		
Submission of monthly RTI returns	YES	YES
Calculation of quarterly PAYE & NIC payments due	YES	YES
Statutory maternity/paternity/sick pay calculations	YES	YES
Companies House		
Completion and submission of Companies House annual return	YES	YES
Registered office address	YES	YES
Notification to Companies House of changes in officer or company details	YES	YES
IR35		
Introduction to IR35	YES	YES
Personal Tax		
On-going advice and support to minimise your personal tax	YES	YES
Preparation and submission of your personal tax return*	YES	YES
Also worth knowing		
Free face-to-face meetings	YES	YES
Unlimited phone and email support	YES	YES
Your own dedicated accountant who you can phone or email	YES	YES
No automated phone system - every call answered by a person	YES	YES
No minimum contract	YES	YES
No exit charges if you leave our service	YES	YES



Other Charges

▶ **Setting up your limited company - £FREE**

If you want to get contracting quickly, we will form your company for FREE. This is free service is available to our CCA customers who intend to use either our Service 1 or Service 2 accounting service. All our clients benefit from our online company formation service with Companies House. This means no paper forms for signing – the entire process is completed, by us, online. This also means the company formation is processed by Companies House very quickly – usually 24-28 hours.

▶ **Company tax registration - £75 + VAT**

For getting your new company registered with the HMRC for Corporation Tax, and PAYE.

▶ **Switching from another accountant to CCA**

We will not charge you to move across to our service provided your accounts are up to date, and your year end date is within 3 months. For more information please see our downloadable file: Switching To Us.

▶ **Closing down**

As an existing client we charge a one-off fee of £175 + VAT to help you close down your limited company. We will prepare all the required documents and forms. This fee does not include the £10 charge payable to Companies House when you apply to have the company struck off the register. Please note if you are closing down your company our monthly accounting fee stops in the last month that your company trades. Regardless of the number of days you trade in the last month, the full monthly fee is payable for that month.

▶ **VAT - £FREE**

You have to be VAT registered once your company turnover exceeds £82,000 within a twelve month period. Below this figure it is voluntary.

We provide a FREE service for all clients who want to be VAT registered – whether using the normal VAT scheme or the Flat Rate VAT scheme. This free service covers VAT registration, all quarterly VAT returns, and VAT deregistration if/when the business finishes trading.

We work very hard at ensuring our clients VAT returns are submitted on time, so if you register for VAT you need to ensure you respond to our requests quickly, have internet banking (for easy access to your business banking transactions), your contact details on our system are up to date, and the email address/es you supply us for contact reasons are checked regularly.

Normal VAT vs Flat Rate VAT

The standard VAT method uses the 20% standard rate on services provided (Output VAT) and deducting from that any VAT incurred on purchases and expenses (Input VAT). Output VAT less Input VAT is accounted for to HM Revenue and Customs every three months.

With the Flat Rate Scheme you pay VAT as a percentage of your turnover instead of working out VAT on all purchases. The percentage varies according to your trade sector. This scheme is effectively open to all our clients. The restrictions are: – annual taxable turnover subject to VAT is not more than £150,000

For example, if you are an Accountant (the trade sector percentage for accountants is 14.5%), and you get paid £1,200 for a VAT invoice (£1,000 + 20% VAT) – you would pay £1,200 x 14.5% = £174.00 to the VAT office. The amount of VAT on your invoice was £200.00 – so you effectively keep £26 of the VAT collected. This difference compensates you for any VAT paid on business expenses and purchases – and usually works out to be far greater than the VAT cost of these items.

IF YOU WANT MORE INFORMATION REGARDING THE VAT FLAT RATE SCHEME PLEASE FEEL FREE TO GET IN TOUCH WITH US.

► **Personal Tax Returns**

£FREE so long as (a) we receive all of the information we need by 31 October following the end of the tax year, (b) You are a client as at 31 Mar of the tax year. If you have sole trader/partnership income, non-domicile related income, or rental property income, an additional charge of £45 + VAT will apply. To encourage our clients not to leave things to the last minute, we increase our fee on 01 Nov, and again on 01 Jan - see our T&C's for full details.

► **Companies House ASR fee**

An Annual Shuttle Return (ASR) is a snapshot of general information about a company's directors and secretary, registered office address, shareholders and share capital. Every company must deliver an annual return to Companies House at least once every 12 months. If you file the annual return late or not at all, the company and its director(s) and secretary can be prosecuted. The completion and submission of your company ASR to Companies House is included in our accounting fee. However, you will need to pay the Companies House charge of £13 (no VAT) separately. Please note that the annual return are quite separate from the company annual accounts.

fee. Please note, to take advantage of this 'fee holiday' you need to make sure you inform us before these periods commence. So if you take a one and a half month break, you will save one month in accounting fees, and if you take a three and a half month break you save three months is accounting fees.

Although during this period we will not charge you our monthly accounting fee, we will continue to monitor your account to ensure all statutory filing/payments deadlines are met.

If you stop contracting for six months or longer, and want us to continue to monitor your company for statutory filing/ payment deadlines then the following fees will be due (a) single payment of £150 + VAT for the six month period just elapsed, and (b) an on-going monthly fee of £25 + VAT. This reduced monthly fee will cease when you either restart contracting, decide to close down your company, or no longer need our service.

► **All Customers**

We recommend you set-up a standing order within your company bank account to make payment automatically every month. We offer a 40% discount off our usual monthly fee to a second person working within the same ltd company.

► **Discounts**

We offer a 10% discount on these rates for each new customer referred onto us. This discount applies from the first month we receive a full monthly fee to the last month we receive a full monthly fee from your referral. After 10 referrals you get our service for free. As soon as you are notified of your reduced fee, you need to change your standing order. We no longer refund clients any overpayments made MORE THAN two months after we emailed out the fee reduction notification.

We offer a 10% discount on these rates for each new customer referred onto us. This discount applies from the first month we receive a full monthly fee to the last month we receive a full monthly fee from your referral. After 10 referrals you get our service for free.

Paying Us For Our Service

► **New Customers**

Fee starts from the first day of the first invoice period with CCA. If your first invoice 'start' date is partway through a month we of course only expect payment for the remainder of that month. All subsequent payments will be made on the first day of the month, for the month. Note, we do not pro rata our fee for the last month that you use our accounting service.

► **Switching from another accountant to CCA**

Fee starts from the specified date in the 'switching accountants' email which is sent to your old accountants informing them that you wish to use our service (see Switching to us). If this date is partway through a month we of course only expect payment for the remainder of that month. All subsequent months will begin on the first day of the month, made in advance. It costs nothing to transfer over to our service provided your accounts are up to date. However, very occasionally we are handed accounts that are an absolute "dogs breakfast" - in cases like this we do need to assess whether or not they will incur a charge.

► **Non trading**

We recognise that there is the possibility of short periods between contracts, or that some contractors like to plan extended holidays after finishing long or exhausting contracts. For this reason for every full month you are not contracting, we will not charge you our monthly accounting