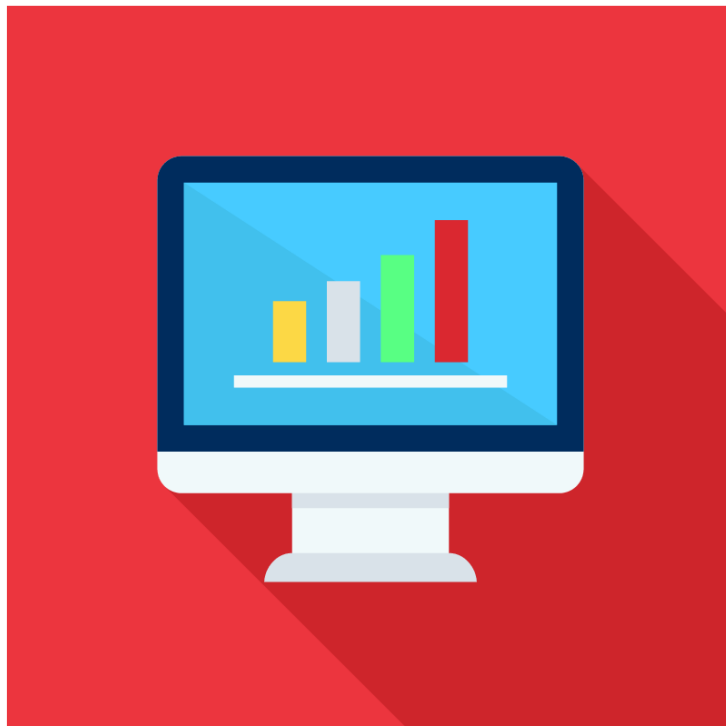


# PEARS

## BOOKKEEPING

**A friendly, personalised bookkeeping and VAT service that will help small business owners keep on track and feel in control.**



## **It's your business so you get to choose**

Where do you want to go next? Do you want to see your business grow? Do you want to introduce new technology? Do you want to free up your time, feel more in control or simplify your life? Or do you simply want to avoid last minute Self Assessment return panic?

**Whatever your aims and goals Pears Bookkeeping can help you get there.**

As your bookkeeper, I'll make it my business to get to know your business, and provide you with the financial information you need so that you can use it to achieve your goals.

## **Cloud Accounting Setup and Support**

The latest cloud accounting software allows you to access your account at any time wherever you are to see a picture of your profits and business activity. There's also a phone app so you can keep track of your money on the move.

You'll also be ready for the changes that HMRC are making to the way you report information to them through Making Tax Digital.

I work with Quickbooks Online and Xero cloud accounting software. I'm a Quickbooks Online Advanced Certified ProAdvisor and I'm Xero Advisor Certified. I use Receipt Bank to process invoices and receipts rapidly and accurately saving me time and my clients money. The cloud accounting service can include:

- setting you up with a subscription to Quickbooks Online or Xero and making sure you have the best settings enabled to suit your business
- Integrating Receipt Bank with your accounting software
- training you to use your accounting software and Receipt Bank
- ongoing support and monthly checks

Since we can both access the software you can decide how much or how little of the work you want to do yourself. You may be happy to enter your own transactions and just want me there to keep an eye on things and check everything over at VAT return time and year end. On the other hand, you may have no desire to go near the software and prefer me to deal with that side of things. Have a look at my Regular Bookkeeping Services to see what I offer.



## Regular Bookkeeping Service

This will save you time and stress doing the accounts and give you real-time information about what is happening in the business. You can choose which services to include

- keeping your records up to date by recording your payments and receipts
- reconciling your bank and credit card accounts
- keeping a register of your assets
- monitoring your debtors, creditors and expenses
- keeping you informed of tax and payment deadlines
- monthly profit reports
- year-round support whenever you need information or advice.
- year-end accounts for sole traders
- completion of quarterly VAT returns and annual Self Assessment return

For limited companies and LLPs I can liaise with your accountant and provide them with the information they need to do your accounts.

## Self Assessment only

If you're a sole trader and you've kept your own records during the year, but need help with your Self Assessment return, then I can offer that as a stand-alone service.

## Additional Services

- Invoicing and Credit Management – I can send out your invoices for you and tactfully chase up late payers.
- Catch-up work - dealing a backlog of bookkeeping
- Bookkeeping on site – I usually work remotely in my home office but we can look at the option of working from your premises
- Stock control setup and support – helping you keep a record of the stock coming in and out of your business using cloud software.
- Tailor-made reports and regular review meetings so that we can have a really good look at the numbers and what they mean for your business.
- Document collection service – if you don't have time to drop them off and don't fancy scanning your receipts yourself I can come and collect them from you.



## Free First Meeting

Before I give you a quote I prefer to meet you in person so that I can find out about your business, look at your paperwork and discuss what services you need. Bookkeepers traditionally charge by the hour but that doesn't help you to budget for my fees so where possible I'll quote a fixed fee or estimate how long the work will take to give you an idea of the cost.

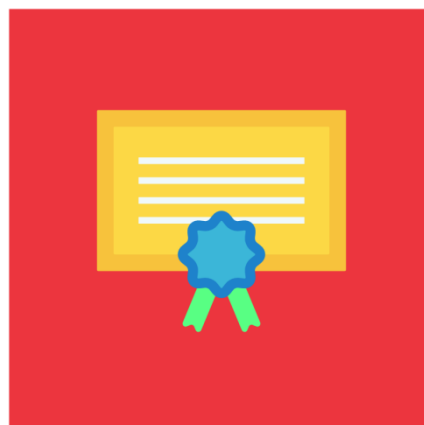
Before our first meeting, I'll ask you for some basic information and let you know what to bring. I hate high-pressure sales tactics, so I won't be pressuring you to sign on the dotted line. This is your meeting so if you want, it can just be an informal chat, where you tell me about your business and find out more about what I offer. I'll be working closely with you and your business so it's only right that you get to meet me and find out more about who I am and what I do.



## Institute of Certified Bookkeepers

I'm licensed to provide bookkeeping, VAT and self-assessment services by the Institute of Certified Bookkeepers, the world's leading bookkeeping organisation. This means that:

- I have a professional qualification, training and membership
- I have Professional Indemnity Insurance
- I am supervised under the Money Laundering Regulations
- The Institute monitors standards and provides best practice guidelines
- I am governed by a set of Professional Conduct Regulations
- My skills & knowledge are kept up to date through Continuing Professional Development
- In the case of any disputes, you can contact the Institute by telephoning 0207 856 2567, email [info@bookkeepers.org.uk](mailto:info@bookkeepers.org.uk). Their web address is <http://www.bookkeepers.org.uk>



## Your Data

I'm going to be accessing sensitive information about you and your business in order to do my job. I take that responsibility very seriously and when I hold your paperwork I'll be keeping it in a locked filing cabinet or cupboard separated from information about other clients and clearly labelled with your details.



I'm careful about how I store your digital information and use cloud storage and software providers that are GDPR compliant. My business is registered with the Information Commissioners Office and the way I treat your data will always be compliant with the General Data Protection Regulations.

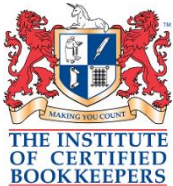
I will never pass your information on to anyone else without your permission unless it's part of our contract, or I'm legally required to do so. For example, I'll be passing information about you to HMRC if it's part of our contract for me to submit your tax returns to HMRC. I will ask your permission before I use your information for anything that other than the work I'm contracted to do for you. Please ask to see my Privacy Policy for more information.

If you want more information about the way I deal with your information please ask for my Privacy Policy or view it on my website.

My services are tailored to you and your business. I want to make sure you get the financial information you need to meet your business goals. So if there's any service, not mentioned here, that you require please get in touch and I'll help you if I can. If you have any questions please get in touch. I look forward to hearing from you.

Elizabeth Pears

Pears Bookkeeping  
1 Staindrop Road  
Durham DH1 5XS  
T: 0191 386 9876  
M: 07902 582172  
E: [elizabeth@pearsbookkeeping.co.uk](mailto:elizabeth@pearsbookkeeping.co.uk)



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