

Services directory



Accountancy and business development solutions



At Meades & Company, we offer a broad range of services that will enable you to take full advantage of our extensive expertise and experience. As a valued client, you will also have access to first class business modelling and analytical tools and carefully chosen alliances with top class specialists.

Together we can help you manage your business, enhance your systems for greater efficiency, and help identify routes for future development.

Below is a summary of the services we offer. Please talk to us if you would like more information on how our services will help improve performance and maximise opportunities for your business.

Our services are offered in tiered service package options and standalone menu items. This is designed to let you build a bespoke service support portfolio to meet your specific requirements both now and in the future.



Tiered service package

Three Star ★★ ★

Core services to ensure compliance with all relevant regulations.

Four Star ★★ ★★

Full Three Star package plus further review and planning tools to maximise tax efficiency and minimise risks.

Five Star ★★ ★★ ★

Full Three Star and Four Star packages, plus detailed business benchmarking and planning services to enhance business value and profitability.

Financial management services

For helping you to run your day to day business more efficiently and cost effectively.

Business development services

Sophisticated modular programme to identify and deliver the key elements of future business success.

Make notes on your services selector as you go through this directory to indicate the services you need or are interested in exploring further, then talk to us so that we can create the most cost efficient, bespoke package, for you.

Tiered service package options

Step 1

Choose from a 3, 4 or 5 star package:

	3 Star	4 Star	5 Star
Compliance			
Accounts management	✓	✓	✓
Tax management	✓	✓	✓
HMRC correspondence	✓	✓	✓
Unlimited access	✓	✓	✓
Tax management			
Personal Tax planning		✓	✓
Business Tax planning		✓	✓
Company car planning		✓	✓
Remuneration tax planning		✓	✓
PAYE & NI health check		✓	✓
VAT health check		✓	✓
Business development foundation			
Diagnostic business review			✓
Benchmarking review			✓
Easy access improvement plan			✓
Key improvement potential			✓
Making it happen			✓

Step 2

Then choose add-ons to complete your personalised package:

Financial management services

Business development services

STEP 1 Create a basi

Compliance

Three Star ★★ ★

Accounts management

- Prepare accounts (statutory financial statements for limited companies)
- Audit statutory financial statements (if required)
- Prepare abbreviated financial statements for submission to Companies House (limited companies only)

Tax management

Deal with all tax matters, including preparing Income and/or Corporation Tax computations and preparing and submitting your Corporation Tax Self Assessment return (limited companies only)

HMRC correspondence

Respond to standard HMRC queries and all relevant paperwork

Unlimited access

Our fixed fee is fully inclusive of unlimited access to our entire team for advice on ad-hoc matters. If issues raised at any of these unlimited free consultations require research or analysis beyond the consultation, we will submit a fixed price quotation for that extra work before any additional work is started.



Tax management

Four Star ★★ ★★

Personal Tax planning

A personal tax planning review will be conducted in February to ensure you are aware of any opportunities to minimise your personal tax liabilities. Action taken here will allow us to plan your wealth creation strategies utilising your retained after tax profits.

Business Tax planning

A business tax planning review two months before your accounting year end to ensure you are aware of any opportunities to minimise your tax liabilities. Action taken here will allow us to plan your wealth creation strategies utilising your retained after tax profits.

Company car planning

Planning ahead each time you consider buying a new vehicle will ensure you are aware of the most appropriate methods of finance and relevant tax implications and how they can be minimised.

Remuneration tax planning

We will advise you on the most tax efficient remuneration packages. Action taken here will allow us to plan your wealth creation strategies utilising company profits and extracting them from your business efficiently for personal use.

PAYE & NI health check

We will review your PAYE records to ensure compliance with all statutory requirements, minimising the risk of penalties and interest from HMRC, due to enquiry or visits.

VAT health check

We will review your VAT records to ensure compliance with VAT requirements, minimising the risk of penalties and interest from HMRC, due to enquiry or visits.

STEP 2 Choose your

Financial management services

You may not want to be burdened with the inevitable administrative aspects of running a business, or your business may have grown and other priorities make it difficult for you to maintain your business systems. Meades & Company will provide the back-up you need, helping keep you and your business on track saving you time, leaving you free to focus on these other matters.

Registered office

The use of our office address as the company's registered office.

Company secretarial work

Various legislation exists relating to corporate governance and associated formal notification requirements for limited companies. Meades & Company will handle all company secretarial work, including writing up and maintaining the Company Register and Share Register, preparing the annual return AR01, all statutory forms for filing at Companies House, all formal notifications including records of dividends and director appointments/resignations.

Self assessment tax return individual

Preparation and online submission of your self assessment tax return(s), calculating your tax liabilities and advising on the payments of tax.

Self assessment tax return partnership

Preparation and online submission of your partnership self-assessment tax return.

Rental property accounts

Completion of statements of rental income for all properties owned for year ended 5 April for inclusion in self assessment tax return.

Bookkeeping and VAT returns (SAGE)

Provision of bookkeeping services for as many days as you require. If, during the course of the agreement, you require additional support, the cost of this can be added via adjustment to your Fixed Price Agreement or covered by a separate invoice.

Bookkeeping and VAT returns (Manual or SEAM)

Provision of bookkeeping services for as many days as you require. If, during the course of the agreement, you require additional support, the cost of this can be added via adjustment to your Fixed Price Agreement or covered by a separate invoice.

Payroll (including online P35)

Dealing with your payroll for the year on a monthly basis, providing monthly payslips, calculation of HMRC payments and including preparation and online submission of the end-of-year returns.

Annual return form P35

Completion and online submission of your employer's annual return form P35, including preparation of P60/P14s.

Annual P11d forms

Preparation of forms P11d and calculation of any National Insurance liabilities.

Monthly Construction Industry Scheme (CIS)

Completion and online submission of monthly forms CIS300 to HMRC.

Professional fee protection

Insurance against the cost of HMRC enquiries. In the event of an enquiry, we will be able to deal with this for you promptly and our fees will be met by the insurance company.

add-ons

Management accounts

Preparation of management accounts from your records, including ratio analysis and comparative analysis. Management information may be tailored to your precise business requirements to provide vital feedback on the continuing performance of your business. The service is particularly useful in conjunction with effective tax planning. Choose the frequency of this service according to your needs:

monthly - quarterly - six-monthly

Accounting records quality report

Our report will help you get more from your accounting systems and potentially lower your accountancy fees! The report highlights weaknesses and their implications and provides suggestions on how improvements can be made.

Tax credits

A simple and straightforward tax credits solution with comprehensive planning and advice, to ensure you receive your maximum entitlement, as well as managing your award to ensure that you are not overpaid or more importantly, underpaid.

Business development ser

Many of us start off with energy and ambition, only to find that running a business takes over and managing today takes precedence over building for tomorrow. Meades & Company will provide the stimulus, experience and tools to help kick start and sustain your business's future.

Performance monitoring & improvement system (PMIS)

A sophisticated business management methodology developed in collaboration with AVN. Drawing on the expertise of 3,000 accountants throughout the UK, this simple to implement system guides you through eight steps of proven good business thinking and practice.

We will work with you to apply this to your business scenario and help you keep on top of your business objectives. We will identify when performance indicators suggest the need for action as well as providing clear parameters of improvements in performance.

Taken as a whole, PMIS gives you a comprehensive review and planning methodology from the day to day basics, through to long term future planning. PMIS is structured to enable you to select as many or as few of the services within it, as are relevant for your business.



Services

Section 1: Forecasts & budgets

Setting realistic yet stretching targets is an important step in ensuring a positive growth dynamic for businesses of any size.

Business builder package premium

Our experience, insight and objectivity will help you to grow your business and get where you want to be.

Using the very latest goal-setting tools and processes, including the AVN GoalGetter strategic planning software, we can help you to identify when, where and how to develop your business.

Business builder package basic

If the full Business Builder Package is more than you need, we can provide you with the goal setting and planning tools for you to complete in your own time.

Cash flow and profit forecast

Preparation of 12 month cash flow and profit & loss forecasts, presented in monthly format suitable for presentation to your bank manager.

Section 2: Performance enhancement

Day to day performance can become more effective through simple enhancements to current practice.

Management accounts

Preparation of management accounts from your records, including ratio analysis and comparative analysis. Management information may be tailored to your precise business requirements to provide vital feedback on the continuing performance of your business. The service is particularly useful in conjunction with effective tax planning. Choose the frequency of this service according to your needs.

monthly - quarterly - six-monthly

Boardview

As an enhancement to PMIS, we will attend selected key business meetings as an objective and experienced resource, to help you make more of your meetings. You choose what you need from us; from silent observer to chairing the meeting, technical advisor to independent sounding board, or as a facilitator for brainstorming sessions.

Easy access improvement plan

Most successful businesses recognise that traditional management accounts do not give sufficient information to drive the business forward, yet there may not be time and resource to assimilate extensive analyses and recommendations.

This one page plan identifies the principal success drivers and performance indicators in your business, highlights the gaps between targets and performance, helps you to close those gaps and promote the future success of your business.

Improving your accounting systems

A comprehensive review of your accounting systems to ensure you have the most cost effective and efficient bookkeeping and accounting systems in place.

Section 3: Annual accounts

Accounts training

Let us train your key team members to interpret and use the numbers in your accounts in a way which will facilitate better decision making and in turn generate better results. Includes a training programme on 'How to interpret the numbers in your accounts' and report which shows 'Accounts made Easy'.

Standard Entry Accounts Method (SEAM)

A simple spreadsheet system to help you standardise the presentation of your accounts information to us, enabling you to benefit from significant savings in the cost to you of us preparing your annual accounts. SEAM is easy to use and, once you are familiar with it, it will not take you any longer to prepare your records; it may in fact save you time!

Section 4: Performance analysis

Financial performance premium

A detailed review of the performance of your business over the last five years. This detailed report will include graphs and charts to illustrate your performance plus ratio analysis to highlight your strengths and weaknesses. The report also contains a sensitivity analysis to calculate how much more successful and profitable your business could be.

Financial performance basic

An overview of the performance of your business over the last five years, to illustrate how you have performed, and ratio analysis to highlight your strengths and weaknesses.

Section 5: Industry comparison

Benchmarking review premium

A detailed benchmarking review to measure the performance of your business against other businesses within your sector. Our report will highlight those areas where improvements can be made to your profitability and cash flow position.

Easy access improvement plan

A one page diagnostic and benchmarking business review to measure the performance of your business against other businesses within your sector, highlighting areas for improvement to profitability and cash flow.

Section 6: Business value dynamics

Business valuation premium

We will prepare the preliminary paperwork, including copies of 3 years' accounts and a detailed synopsis of the business history, then obtain a full commercial valuation of your business from one of our trusted partners, who are recognised as a leading business valuation agency.

Business valuation basic

We will carry out a commercial valuation of your business using our Business Valuation software; a great way of measuring how much your business is worth and monitoring value trends year on year.

Section 7: Improvement potential

AVN profit review

A clear one page report giving an indication of what might be possible in your business, highlighting potential profit delivery achievable in your business.

AVN Simple Stuff That Works

An interactive DVD to use in your own office to look at your own financial accounts and at the potential improvements available to you.

Section 8: Improvement plan

Business edge introduction

A 2-3 hour introduction to the full business edge programme, designed to help you start probing, identifying and creating breakthrough strategies to supercharge your sales, profits and prospects.

Business edge programme

A highly structured, intensive 2-3 day process to help explore, identify and create breakthrough strategies for dramatic improvement to sales, profits and prospects.

Business builder plan

A structured 12-month process designed to support you every step of the way as you take your business from where it is to where you want it to be.

Business builder forum

Membership of our forum giving you a chance to network with, and learn from, some of the region's most exciting entrepreneurs. You will learn their success secrets and discover practical solutions to business problems.



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Services selector



Step 1 Create a basic package

3 Star	4 Star	5 Star

Compliance

- Accounts management
- Tax management
- HMRC correspondence
- Unlimited access

3 Star	4 Star	5 Star
✓	✓	✓
✓	✓	✓
✓	✓	✓
✓	✓	✓

Please discuss

Tax management

- Personal Tax planning
- Business Tax planning
- Company car planning
- Remuneration tax planning
- PAYE & NI health check
- VAT health check

3 Star	4 Star	5 Star	
	✓	✓	
	✓	✓	
	✓	✓	
	✓	✓	
	✓	✓	
	✓	✓	

Business development foundation

- Diagnostic business review
- Benchmarking review
- Easy access improvement plan
- Key improvement potential
- Making it happen

3 Star	4 Star	5 Star	
		✓	
		✓	
		✓	
		✓	
		✓	

Step 2 Choose your add-ons

Financial management services	Required	May be required	Please discuss
Registered office			
Company secretarial work			
Self assessment tax return individual			
Self assessment tax return partnership			
Rental property accounts			
Bookkeeping and VAT returns (SAGE)			
Bookkeeping and VAT returns (Manual or SEAM)			
Payroll (including online P35)			
Annual return form P35			
Annual P11d forms			
Monthly Construction Industry Scheme (CIS)			
Professional fee protection			
Management accounts			
Accounting records quality report			
Tax credits			

Continues overleaf

Step 2 continued	Required	May be required	Please discuss
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Business development services			
Section 1: Forecasts & budgets			
Business builder package premium			
Business builder package basic			
Cash flow and profit forecast			
Section 2: Performance enhancement			
Management accounts			
Boardview			
Easy access improvement plan			
Improving your accounting systems			
Section 3: Annual accounts			
Accounts training			
Standard Entry Accounts Method (SEAM)			
Section 4: Performance analysis			
Financial performance premium			
Financial performance basic			
Section 5: Industry comparison			
Benchmarking review premium			
Easy access improvement plan			
Section 6: Business value dynamics			
Business valuation premium			
Business valuation basic			
Section 7: Improvement potential			
AVN profit review			
AVN Simple Stuff That Works			
Section 8: Improvement plan			
Business edge introduction			
Business edge programme			
Business builder plan			
Business builder forum			

Name _____
Company _____
Address _____

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