

COST OF OUR SERVICES

Our fees are computed on the basis of time spent on a client's affairs by partners and staff and the level of skills and responsibility that the work involves.

We are conscious that our business relationships with our clients will only continue if fees are at a level which, whilst including a profit for this firm, represent excellent value for money to our client. We much prefer to develop and maintain a long term business relationship with our clients than to make a quick and big profit out of a client who remains with us for only a short term. Our fee structure is set accordingly.

Our aim is to provide a first class service that gives value for money and helps our clients to achieve their goals in business.

However, it can often be difficult to forecast in advance the amount of time that will be required to undertake work. This can be for a variety of reasons including the quality of books and records provided and the ease or otherwise with which reconciliations and checks can be performed. This can make it difficult to give a fixed price for work.

Nevertheless we always give new clients a written quote of what we expect the fees we will charge them to be. We are able to offer an accountancy and taxation service tailored to your requirements. The charges we make are based on the amount of work we do. As we operate a menu pricing system you can pick and chose what work you want us to do and what you feel you can tackle yourself.

Furthermore, our experience over many years has shown that certain jobs can be quoted for either on a fixed price or on a price guide basis. Where this is possible we do so. Some of these types of work and the associated charges are shown below.

Personal Tax Return fees for 2020 (billed annually)	Fee Excl Vat
Basic Personal Self Assessment Tax Return & tax calculation	£ 140
Discount of £50 If <u>all</u> the necessary information received before 31 st July 2020	- £50
Discount of £50 If <u>all</u> the necessary information received before 31 st October 2020	- £20
Supplement for each employment	£ 40
Supplement for each self-employment: Sub Contractors & Taxi Drivers	£ 40
Supplement for each self-employment: All others	£ 70
Supplement for Land & Property	£ 50
Supplement for Partnership (If we do Partnership Return)	£ 50
Supplement for Partnership (If we do not do Partnership Return)	£ 100
Supplement for Foreign Income	£ 70
Supplement for Minister of Religion	£ 60
Supplement for Share Scheme	£ 150
Supplement for Capital Gains Tax	£ 150

For information of users:

This material is published for the information of clients. It provides only an overview of the regulations in force at the date of publication, and no action should be taken without consulting the detailed legislation or seeking professional advice. Therefore no responsibility for loss occasioned by any person acting or refraining from action as a result of the material can be accepted by the authors or the firm.

Supplement for Non Residence	£ 80
Other supplements	On application

Partnership Tax Return fees for 2020 (billed annually)	Fee Excl Vat
Basic Partnership Self Assessment Tax Return	£ 150
Discount If we also complete ALL the partners personal returns	- £10
Discount If <u>all</u> the necessary information received before 31 st July 2020	- £50

Corporation Tax Return fees for 2020 (billed annually)	Fee Excl Vat
Standard Corporation Tax Return	£ 150
Discount If <u>all</u> the necessary information received within 3 months of company financial year end	- £30
Completion of annual Corporation Tax Return for dormant company (No discount is available against dormant company returns)	£ 50
Supplement for loan to participator	£ 100
IR.35 calculation	£ 200

Limited Companies	Charge (+ VAT)	Frequency
Company formation	£100	Once only
Change of Director or Company Secretary Forms	£ 40	When required
Change of Registered Office	£ 40	When required
Stock transfer form (share transfer)	£ 40	When required
Companies House Annual Return (AR01) on line. Plus Companies House Fee £13.00	£ 70	Annually
Completion of Initial Registration forms for HM Revenue & Customs and provision of a bookkeeping system	£ 60	Once only
Preparation of dividend vouchers	£ 40	When required
Dealing with the dissolution of a company when it is no longer required including completion of forms for the Registrar of Companies	£ 60	Once only and if required
Plus fee payable to Companies House	£ 10	

For information of users:

This material is published for the information of clients. It provides only an overview of the regulations in force at the date of publication, and no action should be taken without consulting the detailed legislation or seeking professional advice. Therefore no responsibility for loss occasioned by any person acting or refraining from action as a result of the material can be accepted by the authors or the firm.

VAT	Charge (+ VAT)	Frequency
Application for registration for VAT on paper	£ 100	When required
Application for registration for VAT online	£ 60	When required
Partnership details form (separate from VAT.1)	£ 60	When required
Change of VAT details (Form VAT484)	£ 50	When required
Registration for MTD	£ 50	One off
Completion of VAT returns (not including bookkeeping)	£ 50	Quarterly

PAYROLL & PAYE	Charge (+ VAT)	Frequency
Completion of PAYE scheme setting up forms and procedure and submission to HMRC	£ 60	Once only
Completion of forms P60	£ 20 each set	Annually
Completion of P11D where required	From £80 each	Annually
P11D Nil declaration	£50	Annually
Minimum payroll fee per payroll run (1 to 3 employees)	£ 35	per payroll run
Fee per payslip (4 to 19 payslips)	£ 4	Per payslip
Fee per payslip if more than more than 20 payslips	£ 3	Per payslip
RTI Declaration	Included	
Auto enrolment (if direct from our payroll software)	Included	
Auto enrolment (if not possible direct from our payroll software)	Depends on pension company	Per submission

Please note that these prices are subject to change and higher fees may be charged if your personal tax affairs are not straight forward or if information is provided to us late.

Our fees are due on presentation of the bill.

To find out how Handley Evans & Co can help you with value for money, menu priced fees contact us

	Birkenhead Office	Buckley Office
Email	birkenhead@handleyevans.co.uk	buckley@handleyevans.co.uk
Telephone	0151 652 9499	01244 54 9368

For information of users:

This material is published for the information of clients. It provides only an overview of the regulations in force at the date of publication, and no action should be taken without consulting the detailed legislation or seeking professional advice. Therefore no responsibility for loss occasioned by any person acting or refraining from action as a result of the material can be accepted by the authors or the firm.