We have to analyse

and categorise the

transactions into

income and expense

categories.

Further tax advice EG Director Pension

Advice around technology and general

Recommendations for other professional

services and suppliers where appropriate.

Consideration of HMRC's "Maxing Tax

business advice

## what is involved in the corporation tax

element.

We have to conduct a

bank reconciliation.

Articulate and

summarise all this

for you.

The figures need to

be uploaded to our

accounting software to

enable submission to

companies house

Consideration of any additional expenses we can claim EG Home office, mobile phone, etc

The latest rules and changes made by the government in annual or interim budgets. Regular webinars and useful website/ social media content How this fits in with your other business Finalise both the activities. EG is it tax profit and loss plus efficient to operate a the balance sheet. payroll and what level of dividends should there be

Calculate the corporation tax accounting Submit once for depreciation and so on. approved

Discuss with you whether any family members can help with tax saving and work within the business.