

Services & Fees Limited Companies

Standard Services

Our hourly rate is £20.00 per hour

We charge this rate for basic bookkeeping records of all income and expenditure, sales ledger, purchase ledger, credit control, payroll, petty cash and bank transactions, bank reconciliation, month end accounts and management reports.

Additional Services for bookkeeping clients

Draft Final Accounts to Trial Balance (inc. schedules for depreciation, accruals, prepayments)	£150
Quarterly VAT Return including VAT reconciliation (with on-line submission)	£45
Directors Tax Calculations and Self-Assessment Tax Return (including on-line submission)	£75
Maintain Fixed Asset Register (per annum)	£40

Fixed Price Services for clients keeping their own records

Draft Final Accounts to Trial Balance (inc. schedules for depreciation, accruals, prepayments)	From £200*
Quarterly VAT Return including VAT reconciliation (with on-line submission)	From £75*
Directors Tax Calculations and Self-Assessment Tax Return (including on-line submission)	From £120*
Maintain Fixed Asset Register (per annum)	From £60*

* Please note that these prices will be based on the quality of the records provided to us

Initial set-up of your own accounting package

£135 per day to set up system and load on the data

call : 01384 404318 / 07794 943816
email : sarah@bookkeepingboutique.co.uk
visit : www.bookkeepingboutique.co.uk

Sarah Lewis trading as Bookkeeping Boutique