

<b>PARTNER NAME</b>		
<b>COMPANY NAME</b>		
<b>CONTACT</b>		
<b>ANNUAL TURNOVER</b>	£	
<b>FORECAST TURNOVER</b>	£	
<b>Accounts Package Charge.</b>	£	
<b>Current Accounts Package</b>		
<b>Current Accountants Used/Fee/Scope of Supply</b>	£	
<b>Current Monthly Bookkeeping Costs</b>	£	
<b>Payroll Function Undertaken By</b>	£	
<b>Year End</b>		
<b>Internal Costs eg Directors time, computer costs</b>		
<b>Type of Services</b>	<b>Notes</b>	<b>No. of Items</b>
Sales Invoice & Credit Note Postings	This is the no. of actual <b>postings</b> from sales invoices & credit notes. Eg if each invoice has 5 amounts to be posted separately, this number should be 5 x the no. of individual invoices	
Cash sales (tills/interet)	The total no. of <b>postings</b> required for cash sales. If you use tills, this will probably be one posting per till per shift.	

Type of Services	Notes	No. of Items
Purchase Invoices & Credit Note Postings	This is the no. of actual <b>postings</b> from purchase invoices & credit notes. Eg if each invoice has 5 amounts to be posted separately, this number should be 5 x the no. of individual invoices	
Credit Card Transaction Postings	The no. of <b>personal and company</b> credit cards being used in the business OR the total number of transactions per month	
Petty Cash Postings	You the client have to be responsible for maintaining the day to day records of petty cash. You should give us a weekly summary to post. This number should therefore reflect the number of different cost codes to be posted weekly.	
Bank Transactions Postings	If you are unable to give us this, an estimate can be gained by adding together sales invoices, purchase invoices & credit cards. It should also include interest payments for fixed assets, HP, loans, payroll etc	
Bank Reconciliation Systems	The number of bank accounts you hold. Unless otherwise agreed this will be done weekly.	

Type of Services	Notes	No. of Items
Stock Accountng	The number of individual lines of stock ie the number of different product types held in stock	
Do You Require Departmental Reporting?	If you do, this increases the time and volume of postings required of us.	yes/no
Do You Require Project Accounting?	If you do, this increases the time and volume of postings required of us.	yes/no
Does Your Company Factor Its Debts?	Do you factor your sales invoices? If you do, this doubles the time and volume of postings required of us.	yes/no
Does Your Company Reconcile Its Factoring Statements?	Normally, factoring companies require you to perform monthly reconciliations	yes/no
VAT Returns	If you are VAT registered, we will complete your VAT returns, although you will be required to sign them.	yes/no
<b>Management Accounts</b>		
Standard Management Accounts Report	Should be yes for all clients	yes/no
Additional Lead Schedules	You may require us to prepare audit-style lead schedules. This is not a common request. If you do, enter the no. of different lead schedules required and seperately note them. These could include: intangible fixed assets; tangible fixed assets, investments; stock; debtors; cash, current creditors; long term liabilities; loans; leases & HP; capital & reserves; turnover; staff costs; tax; interest	

Type of Services	Notes	No. of Items
<b>Year End</b>		
Year End/Statutory Accounts	Preparation of final year end accounts	yes/no
Preparation of Audit File	Preparation of year end file and schedules to support the statutory accounts which can be given to your auditors. This does not include liaison with your auditors which will be charged <b>seperately</b> on a per hour basis. For most clients, this cost is more than offset against the reduced audit fees as FPSS will have done most of the auditors work.	yes/no
Annual Corporation Tax Return	Preparation of annual corporation tax return. This does not include preparation of supporting information that may be required if you undergo an HMRC inspection	yes/no
Directors Self Assessment	The no. of directors/shareholders who would like us to prepare their tax returns.	
<b>Payroll</b>		
Weekly Payslips	The number of staff who are regularly paid weekly	
Monthly Constant Payslips	The number of staff who are regularly paid monthly	
Leavers/joiners	The average number of changes to payroll (both monthly and weekly) per calender month	

Type of Services	Notes	No. of Items
P11D	The number of staff for whom you have to prepare P11Ds. This will be all people who receive benefits from the company (car, health etc) or who claim expenses.	
<b>Other Services</b>		
Virtual Finance Director - no. of hours required	The agreed number of face-time hours.	
Credit Control	We can perform a credit control function for you. Tell us whether you have large high value invoices, or nigh volumes of small invoices.	yes/no
<b>Setup</b>		
Historical data to be addressed?	Often there is a considerable period of backlog in a client's accounting records. We will clear up this backlog for a one-off fee. Enter No. of months to be sorted out.	
First Year End Accounts	If FPSS are preparing year-end accounts but have not been preparing the books for the whole year, this greatly increases the one-off costs for the first year-end. Therefore enter the no. of months of the current financial year that FPSS have not posted.	

Annual/Mthly
Annual/Mthly
Annual/Mthly
Weekly/Mthly
<b>Frequency</b>
Daily/Weekly/Mthly
Daily/Weekly/Mthly

Frequency
Daily/Weekly/Mthly
Daily/Weekly/Mthly
Daily/Weekly/Mthly
Daily/Weekly/Mthly
Daily/Weekly/Mthly (this is nearly always done weekly)

Frequency
Daily/Weekly/Mthly (this is nearly always done monthly)
Monthly
Monthly/Quarterly (Usually quarterly. If you regularly reclaim VAT you cld do this mnthly which would improve your cashflow).
Monthly/Quarterly
Monthly/Quarterly

Frequency
Annually
Annually
Annually
Annually
Weekly
Monthly
Monthly

Frequency
Annually
Monthly/Quarterly
per invoice