

NEED AN MOT? CALL AN ACCOUNTANT!

KEEP YOUR BUSINESS FINANCIALS ON TRACK



OUR BUSINESS MOT WILL...

- reduce your company **TAX**
- help run your business more efficiently and make more **MONEY**
- give you peace of mind that you have met your **MANDATORY** requirements
- eliminate **HUGE** HMRC penalties.

Our business MOT stands for Meeting Requirements, Optimising Performance, and Targeting Tax.

This MOT is the foundation of the way in which Matthews Business Associates can support your business. We will make sure you meet all your vital business requirements, propose ways to improve your profitability and reduce your costs, and give comprehensive advice on business and personal tax.

Start-up...

Meeting Requirements

- Register business
- Set up accounts and online records

Optimising Performance

- Get the business plan right
- Review how to use resource and pay staff
- Determine which business measures really matter

Targeting Tax

- Decide business structure
- Set up tax advice
- Understand tax deadlines



During year...

Meeting Requirements

- Produce regular reports
- Best practice filing and record keeping
- Cash flow forecast and budgeting

Optimising Performance

- Key Numbers Review
- Review products, service and customer performance

Targeting Tax

- Review PAYE and VAT operation
- Review income tax, NI, and corporation tax
- Maternity pay, sick pay and tax credit review
- Check all tax claims



WARNING

HMRC Business Record Checks are now operative and can result in potentially huge fines if your record keeping doesn't match up with HMRC systematic checking. Our MOT will ensure you do not get caught out!



End of year...

Meeting Requirements

- Timely information well within deadlines

Optimising Performance

- Plan of action for next year
- Determine possible areas of improvement

Targeting Tax

- Review company issues, ownership and status
- Tax planning - business and personal
- Clear advice about tax payments and timing

Cessation...

Meeting Requirements

- Assessing business worth years before sale

Optimising Performance

- Getting increased valuation for your business

Targeting Tax

- Selling your self-employed business to a Ltd company



**We take a close interest
in your business aims and
objectives.**

We don't think of our role as just
"doing the books" - although
we still offer competitive fixed
prices.

We take the time to become
acquainted with you and your
business, so we can help you
achieve your goals and targets.

Our aim is to add to your money,
rather than just count it for you.

Phone us now for a free
consultation.

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**The business
MOT - job done.**



Matthews
BUSINESS ASSOCIATES LTD

