



Philip M Collis FFA
Incorporated Financial Accountant



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**Give yourself a break from red
tape and paperwork!**

**Call me to handle your
bookkeeping obligations and
restore your work-life balance!**

- Bookkeeping
- VAT
- Payroll
- Self Assessment Tax returns
- Sole Trader Accounts & Tax Returns
- Partnership Accounts & Tax Returns
- Capital allowances
- Business expenses
- Company Accounts and Corporation Tax Returns
- LLP Accounts & Tax Returns
- Dormant Company Accounts

Philip M Collis FFA

Introduction

I am based in Dovercourt, near Harwich Essex and I serve a diverse client base ranging from private individuals to small-medium sized businesses. I offer a full range of bookkeeping, accountancy, taxation, VAT compliance, payroll, financial accounts, management accounts, business planning and cashflow forecasts.

Customer satisfaction is my top priority and I pride myself on building long lasting relationships with my clients. I provide a fast, reliable, friendly and professional service at an affordable price. I have the skills to match your requirements.

I am normally available during normal office hours, but I am happy to arrange out of the hours appointments to suit your needs. If you want a qualified and experienced accountant who will look to save you money, explain everything clearly and meet deadlines, then please get in touch.

Bio

Phil Collis has many years experience as a Management Accountant and Finance Director for a wide variety of manufacturing and retail businesses, including furniture, double-glazing, clothing and a vehicle dealership.

Since the 1980s Phil has been instrumental in designing and installing bespoke software systems to support the accounting and management information systems needs of his employers.

He has also worked as a freelance book-keeper/tax accountant for individual clients.

Phil is a Fellow of the Institute of Financial Accountants, and is qualified under the requirements and conditions of the Institute to engage in public practice as an Incorporated Financial Accountant.

The Institute of Financial Accountants sets technical and ethical standards for all its members world-wide.

Most of all, Phil understands the problems of small to medium sized businesses and has the talent to speak in plain English rather than jargon.

About Me

I am based in Dovercourt near Harwich, Essex within easy reach of A12.

SERVICES FOR BUSINESSES.

I have a broad based clientele ranging from individuals, sole traders, partnerships, to limited companies providing a comprehensive range of services to them, from book keeping to taxation to financial accounts.

So Why Choose Me?

You are looking for the right accountant for your business!

You want to concentrate on your business and hand over the bookkeeping and paper work to someone you trust.

You are looking for an accountant who will give you the specific assistance you need.

You would prefer a local accountant to work with.

10 Reasons to use me

1. I offer a complete range of services.
2. I put you first. I know what it is like to find that the paperwork is taking time which you'd rather spend time on your business itself.
3. I shall handle all your work personally.
4. I am an innovative, go-ahead accountant, and I can give both new and established businesses that extra push.
5. I will cost you less than employing a full-time accountant.
6. I will respond to your emails and telephone calls promptly and will never keep you waiting unnecessarily.
7. I provide true and accurate advice on your business matters.
8. I do not give work out to sub contractors so you can expect strict confidentiality on all matters.
9. I am honest in my dealings with my clients.
10. I can do everything for you that a full-time accountant would - payroll, bookkeeping, statutory accounts, tax calculation, VAT, annual returns and accounting advice.

Services for Businesses

Accounting & Book Keeping.

I can relieve you and your staff of an enormous burden by taking care of all your bookkeeping & accounting needs, including the preparation of your annual accounts.

My first step is to work with you so I can gain a full understanding of your business. I then tailor my approach to your requirements so I can provide exactly the service you need.

Besides your core bookkeeping, I can also maintain your VAT records, and take on short-term projects to relieve your staff of any temporary overload.

But perhaps the most important part of this service is the preparation of management accounts. These are vital to the continued success of your business. I discuss your requirements with you and provide you with tailored information and constructive advice on a regular basis.

Management Accounts.

Good quality management information is crucial to the successful running of your business, whether you are just starting out, managing growth or preparing to sell.

I understand that you need information and advice presented in a straightforward way, to help you make the evidence-based decisions that will best benefit your business.

From bookkeeping to management accounts, benchmarking to budgeting and cash flow management to profit forecasting, I can help. Because you'll have a fully informed overview of your business, its performance and its potential, you'll have a much clearer vision for your future.

I can assist in the creation of your accounting and administration systems. Then I'll help you to define your goals and identify the tools you need to achieve them, from making sure your business works as efficiently as possible to sourcing the necessary funding.

Financial Accounts.

Every UK business is required to complete accounts on an annual basis. These accounts are then used to calculate the amount of tax payable, based on profits and other forms of income.

These accounts are also important from an individual's perspective.

Not only do they provide you with information about the profitability and stability of your business, they can also help when requesting finance both personally and for the business.

I specialise in preparation of financial accounts for small and medium sized companies in UK.

Business Start-ups.

If you are thinking about setting up your own business, a good place to start is by talking to me. I'll take an independent, expert view of your plans and give you practical, professional advice on your ideas

I'll challenge your proposals in a constructive way and develop solutions to any potential problems, to help you refine your plans and give your business a better chance of success.

I'll also advise you on the best structure for your business - sole trader, partnership, limited liability partnership or limited company - and help you with all the paperwork necessary to keep you compliant with regulatory requirements.

I also offer a range of accounting services, including management accounts, payroll and VAT, to ease your administrative burden and give you the time that you need to get your business off the ground, as well as providing the information you need for decision-making.

And once you are up and running, I'll be there to support you as you take the next steps in growing your business.

Business Tax.

Corporation tax represents a substantial part of your trading costs. Moreover, the increased reporting obligations, robust investigation policies on the part of the tax authorities, and harsher penalties for noncompliance mean that an undue amount of your time and resources can be taken up collecting revenue for the Government.

I offer a range of services to help you minimise your corporate tax exposure and relieve you of the administrative burden of complying with tax legislation. These include:

- Determining the most tax effective structure for your business
- Taking full advantage of tax opportunities and reliefs
- Achieving the optimum capital or revenue tax treatment
- Reducing tax on disposals and maximising relief on acquisitions
- Making the most of tax opportunities specific to your industry
- Meeting the rigorous demands of compliance including corporation tax self assessment
- Acting on your behalf in discussions with the tax authorities

VAT.

The VAT regime is so complicated that many businesses unintentionally overpay or underpay VAT. Dealing with VAT can also act as a drain on your in-house resources.

So it's a sensible step to turn to professionals in the VAT field for efficient, cost-effective services, so that you can be sure you'll stay compliant with VAT regulations and only pay the tax you owe. My services include VAT registration, checking of VAT returns that you have prepared in-house, preparing VAT returns on your behalf and VAT control and reconciliation.

I can also advise on both day to day VAT issues and on the VAT implications of specific business transactions, as well as providing support in VAT investigations. The following are the VAT services we can provide with:

- The pros and cons of voluntary registration
- The timing of compulsory registration
- Extracting maximum benefit from the rules on de-registration
- Partial exemption
- Timing and delaying VAT payments
- Flat rate VAT schemes
- VAT on imports and exports
- VAT control visits by Customs and Excise

Payroll.

For many businesses, payroll management and staying up to date with ever-changing payroll regulations take up valuable in-house time and resources that could be better used elsewhere.

By using my payroll service, you can be sure that your payroll will be prepared quickly, efficiently and accurately, keeping you compliant with HM Revenue & Customs requirements and deadlines.

I'll produce your payroll at the desired frequency, calculating tax and national insurance deductions from your staff, as well as dealing with issues including bonuses, holiday pay, pension deductions, statutory sick pay, statutory maternity pay and student loan deductions.

I'll also prepare all the statutory forms required, including the RTI (Real Time Information) online returns, the employees' annual P60 tax and pay summary and P1IDs, detailing benefits in kind.

Services for Individuals

Tax Compliance

Completing a self assessment tax return can be challenging, as nine million UK tax payers know only too well.

Missing HM Revenue & Customs (HMRC) deadlines can result in penalties and interest being charged on late payments. HMRC is now also taking a tougher line on incorrect returns, with substantial penalties for errors they regard as careless or deliberate.

And although HMRC will calculate your tax, unless you have a good knowledge of taxation, it may not be wise to assume the outcome is correct.

I will use your records and paperwork to complete your tax return, quickly and cost-effectively. I'll also aim to save you as much tax as I can by making use of all the reliefs available to you and give you as much notice of your tax liabilities as I can, to maximise the time you have to make payments.

If your tax affairs are ever subject to an HMRC investigation, I shall liaise with inspectors on your behalf, making it my priority to bring the investigation to a satisfactory conclusion.

Tax Planning

Tax is a complex issue, but whether you enjoy substantial wealth or have more modest assets, you will share one goal: you would prefer not to pay more tax than you have to.

I recognise that many people could benefit from expert advice to identify strategies and solutions to help them make more of their money.

So whether you are a high net worth individual, or one of the nine million people who complete a self assessment income tax return each year, I can offer expert advice on managing your tax affairs in the most cost-effective way.

I'll tailor the tax planning advice to suit your particular financial circumstances, including issues ranging from income tax to inheritance tax, capital gains tax and the complex residence & domicile tax regime.

If you would like to find out more about how I can help you, please contact me for a no obligation first meeting.

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