

Head Office: 0330 133 4311 Out Of Office: 07730 457688

# CHAPS



## Accountancy Services



Find us on:       

[www.gochaps.co.uk](http://www.gochaps.co.uk)

# CHAPS



## Accountancy Services



**Bookkeeping**



**Annual Corporation  
and Self  
Assessment  
Returns**



**Retirement  
Planning and  
Budgeting  
Services**



**Tax & VAT  
Returns**



**Business  
Advisory  
Services**



**Due Diligence  
and Compliance  
Services**



**Management  
Accounts  
Preparation**



**Financial  
Statements  
Preparation**



**Annual  
Accounts  
Submission**



**New Business  
Start-up  
Support**



**Accounts  
Payable  
Services**

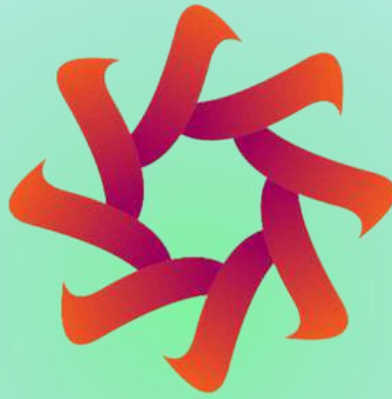


**All Payroll  
Solutions inc  
(CIS)**



**Invoice  
Finance and  
Factoring  
Services**

# CHAPS



## Accountancy Services

### Contents

Welcome to Chaps Accountancy Services.....	Page 2
CHAPS Accountancy Services.....	Page 3
Your Tax Returns with CHAPS.....	Page 4
Your VAT Returns with CHAPS.....	Page 5
Bookkeeping with CHAPS.....	Page 6
Payroll Services.....	Page 7
CHAPS Invoice Finance & Factoring .....	Page 8
CIS Returns with CHAPS.....	Page 9
CHAPS Accountancy Packages.....	Page 10
CHAPS Testimonials.....	Page 11
CHAPS Testimonials.....	Page 12
CHAPS Associate Partners.....	Page 13

E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)





CHAPS



Accountancy  
Services

## Welcome to Chaps Accountancy Services Ltd

CHAPS team of highly qualified Accountants, Bookkeepers and Payroll Executives have many years of combined experience ensuring a professional and compliant service.

### Our Services include:

- Accounts Payable Services
- Annual Accounts Preparation & Returns
- All Payroll Solutions inc. (CIS)
- Bookkeeping Services
- Invoice Finance and Factoring
- Business Advisory Services
- Due Diligence and Compliance Services
- Financial Accounting for Sole Traders and Partnerships, and Limited Companies
- Financial Statements Preparation & Submission
- Management Accounts Preparation & Presentation
- New Business Start-up
- Tax & VAT Returns

We will also be on hand with support throughout the year, meaning you will always have direct access to your lead accountant whenever you need them!

Whether you're an established organisation looking for some extra support, or even a brand new start up business, we're here to help & support.

No matter the shape or size of your business - an individual sole trader, contractor, freelancer or a limited company with employees - we have a comprehensive accountancy package just for you or design a bespoke service that suits your everyday needs.

E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)



# Accounting Services

**For Companies, Contractors and Small Businesses**

**What's the process for completing your accounts?**



Your on-time accountancy package will be a breath of fresh air for your business



Monthly, quarterly or annual management accounts supplied



Monthly or quarterly VAT returns completed



Fully compliant and up to date with old and new legislations

## We will send you reminders:

We'll let you know when your accounts are due and ask for information to ensure your book-keeping is always up to date.

## We will complete your accounts:

Once your accounts are completed, they'll be processed by our lead accountant to ensure they're accurate for submission and presented for you to confirm.

## We will submit your accounts:

Once we've received your approval, we'll submit your accounts and tax returns to HMRC. Job done!

## Why choose CHAPS to produce your accounts?

### Reduce the chance of penalties:

We will contact and remind you to ensure you/we never miss the deadline for submitting your accounts and any tax returns with our real-time process submission.

### Profitability recommendations:

After completing your accounts, we will analyse them and provide recommendations to help your business operate in the most tax efficient, profitable way possible.

### Accurate financial reporting:

Completing accounts is a complex task, so we're here to simplify the process for you! The accurate figures we produce will enable you to make insightful business decisions.



E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)

# Tax Returns

## Online Tax Accountants for Companies, Sole Traders, Contractors and Small Businesses

### How does our tax return service work?



Tax returns completed by your lead accountant



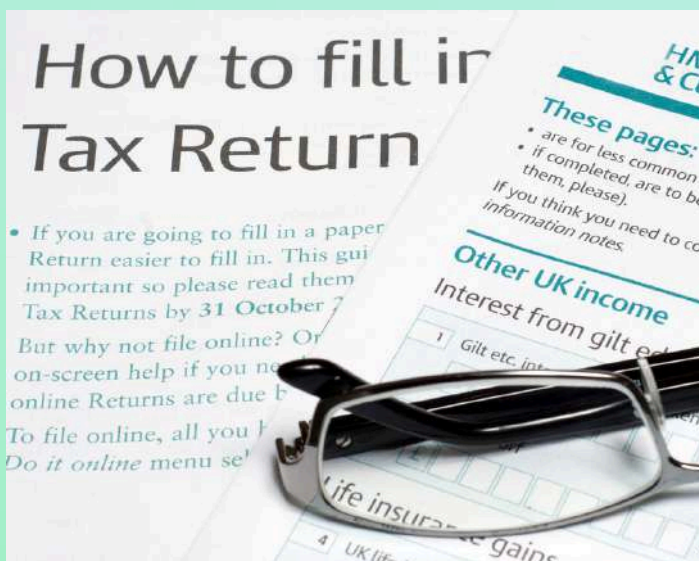
Annual tax efficiency reviews and business recommendations



Representation in the event of a HMRC investigation



Unlimited help and advice all year round from your tax accountant



#### We will send you a reminder:

We'll let you know when your tax submission deadline is due, as we work in a real time solution, so your accounts will always be up to date & ready for inspection.

#### Our tax accountants complete your return:

We will prepare your tax return and double check it with our in-house peer review system.

#### We will submit your tax return:

Once we receive your approval, we'll submit your tax return to HMRC. Job done!

### Why choose CHAPS as your tax accountants?

#### Peace of mind:

Tax is a very complex area but, as qualified tax accountants, that's what we're trained for! Let us save you time and stress by managing your tax affairs, whilst you focus on your business.

#### Tax efficiency reviews:

Your lead accountant will conduct regular tax efficiency reviews, to make sure you claim everything you can on your tax return, in the most tax efficient way possible.

#### Reduce the chance of penalties:

Our email reminders and knowledgeable tax accountants will keep you up to date with your accounts and help you manage your tax return deadlines, responsibilities, and obligations.

E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)



# VAT Returns

## What's the process for completing your VAT returns?



Monthly returns completed by your lead accountant



Fully Making Tax Digital compliant VAT returns



Representation in the event of a HMRC investigation



For Companies, Contractors, Sole Traders & Partnerships (Inc LLPs)

### We will send you a reminder:

We'll let you know when your VAT returns are due by your Lead Accountant. Working in real time, this means they are always ready for you.

### We will complete your VAT return:

After your returns are completed, they'll have one more audit by our Lead Accountant to ensure they are fully accurate for submission.

### We will submit your VAT returns:

Once we've received your approval, we'll submit your MTD compliant VAT return to HMRC. Job done!

### Why choose CHAPS to complete your VAT returns?

#### Tax efficiency recommendations:

Your lead accountant will assess if you are on the most beneficial VAT scheme for your business, and advise you to switch if it is more tax efficient for your business.

#### Making Tax Digital compliance:

Our accounting software, Sage & Xero is a HMRC recognised supplier supporting MTD for VAT, your business will always be compliant with this new government initiative.

#### Free representation:

As well as handling your VAT calculations and submissions, we'll also act on your behalf if HMRC decide to investigate your previous affairs. We have had many clients coming to CHAPS for support when previous Accountants have let them down. We'll be fighting your corner, helping you to win your case.



# Bookkeeping

**Why choose CHAPS to complete your bookkeeping?**

**Our expert accountants ensure your financial records are accurate and reliable.**



**Your own lead Accountant assigned to your business**



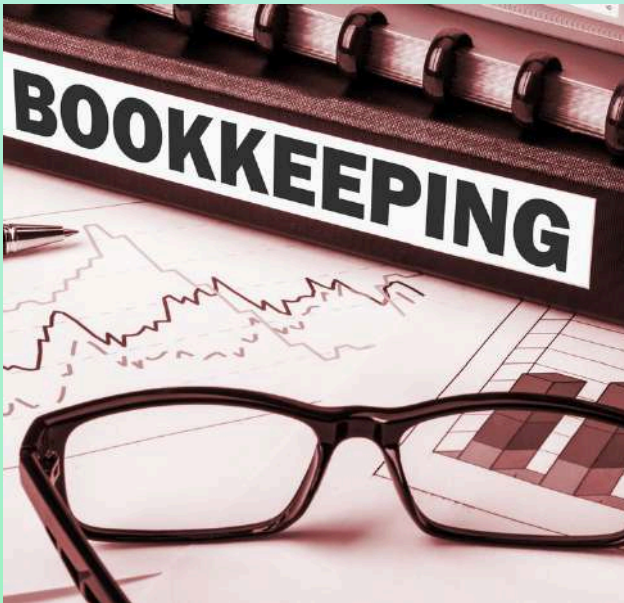
**Access to our Accounting software Sage or Xero**



**Send us your documents via our dedicated portal or email**



**We record all your transactions for you to access at any time**



## We request your documents:

We will ask you to send us your documents via email on a daily and weekly basis because we work in real time.

## We create your bookkeeping records:

Your documents are diligently entered into our accounting software.

## You stay in control of your finances:

We will provide you access to your accounting portal so you can keep an eye on your business performance.

## Why choose CHAPS to complete your bookkeeping?

### Peace of mind:

Bookkeeping errors can land your business in big trouble. Our experienced Accountants are trained in accurate data entry, so you can be confident in the figures they produce are accurate & correct.

### Online bookkeeping software:

Most of our clients use our own accounting software Sage. You'll receive access to view your records at any time.

### Tax efficiency reviews:

Your lead accountant will conduct regular tax efficiency reviews, making sure you are claiming everything you are entitled to as a business and ensure you are operating in the most efficient way possible.

E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)





# Payroll

## Why choose CHAPS to complete your payroll?

Our expert Payroll Executives ensure your financial records are accurate and reliable.



24/7 help from your own dedicated payroll executive



Production of all employee payroll documentation



We're in touch with HMRC weekly and file all your RTI returns



Tax reporting  
Regulatory compliance  
Compiling payroll reports

### What is CHAPS Direct Paye Bureau?

Simply put, CHAPS Direct means processing your payroll direct with HMRC acting as your agent - This is the most compliant and legal way of processing your payroll.

### We send you all of your auditable files every week:

Every week you will receive a file containing Payslips - RTI Report - Pension submission report - Confirmation of all liabilities paid.

### We submit your RTI return to HMRC:

We'll submit the information to HMRC so they know about your employees liabilities and salary details. We then provide you with your RTI report.

### Why choose CHAPS to complete your payroll

Our trained Payroll Executives have many years experience processing new starters, leavers and year-end forms to calculate Holiday Pay, Statutory Sick Pay, Statutory Maternity Pay, Student Loan Deductions and Workplace Pensions.

### Peace of mind:

We process payroll for thousands of employees every month, so it's safe to say we know what we're doing. The process will be stress-free and accurate so you can concentrate on growing your business. Most importantly it's compliant, accurate and ensures HMRC are happy with your process... No nasty audits or investigations.

### Reduce the risk of penalties:

Missing an RTI return can result in penalties ranging from £100 to £3,000, or 100% of the tax due. We ensure you are fully compliant whilst maintaining the highest standard of payroll execution.



E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)

# Invoice Finance & Factoring

## Reducing the risk of late payments and bad debts

CHAPS understands one of the most important aspects of your business is cash flow, having 20 years of experience in finance, we understand the need for invoices to be paid on time, and can be difficult or sometimes impossible!

### Factoring

We have the most cost-effective solutions to your pain, as an independent we have access to the whole of the market or even better our in-house finance solutions.

### Why use CHAPS Invoice Finance & Factoring?

- Faster access to your drawn-down facility.
- Power to negotiate with earlier access to funds.
- Release up to 90% of the invoice value within 24 hours.
- Access to the lowest funding rates on the market.
- 100% back office support.
- Ensuring all your invoices are paid on time.
- A dedicated account manager, who understands your business needs and requirements.
- We have the most cost-effective solutions to relieve your cash flow worries, as an independent we have access to the whole of the market or even better our in-house finance solutions.

Please scan the QR code to arrange a call back at your convenience



**LOWEST RATES FOR INVOICE FINANCE/FACTORING  
CURRENTLY ON THE MARKET!**

E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)



# CIS Returns

## For Contractors working in the construction industry

What's the process for completing your CIS returns as a contractor?



CIS Returns produced by your own lead accountant



Production of all the necessary CIS documentation



Fully compliant CIS Returns submitted



Representation in the event of a CIS enquiry



### We will send you a reminder:

The payroll team will contact you before the 19th of every month asking how much you've paid to your sub-contractor, or, if we are already supporting your payroll, we will send out the month end report.

### We will send out your CIS statement:

We'll then reply with your statement, letting you know how much you owe to HMRC.

### We will submit your CIS return to HMRC:

Once we've received your approval, we'll submit your CIS return to HMRC. Job done!

## Why choose CHAPS to complete your CIS returns?

### Reduce the risk of penalties:

If your CIS return is even one day late, the penalty is £100 and if it's more than two months late, a further £200 penalty is applied. Our monthly automated reminders will help you avoid these unnecessary charges.

### Comprehensive service:

Our complete contractor service includes everything from adding and verifying your new sub-contractors, to processing your payments, deduction statements, and submitting your monthly CIS returns to HMRC.

### Free representation:

As well as handling your CIS returns, statements and how much you owe HMRC, we'll also act on your behalf if they decide to investigate your affairs, fighting your corner.

E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)

# CHAPS Accountancy Packages

Comprehensive accountancy packages for every business type

## Sole Traders

From

£25

per week

Simplicity and complete accounting support for an unbeatable price

## LLPs

From

£75

per week

Comprehensive accountancy support for you and your partners

## Limited Companies

From

£50

per week

Expert accounting assistance for your growing business

## Contractors

From

£15

per week

Experienced accounting services for contractors and freelancers

## Partnerships

From

£50

per week

A friendly and approachable accountancy service for you and your partners

## Bespoke Services

Prices dependent on what other services you would like to add, or have done for you as a one off

## Why is CHAPS so cost-effective?

Whether you're an established organisation looking for some extra accountancy services, or a brand new start-up business, we're here to help. With our cost-effective service, we can ensure that the support, processing and knowledge we will provide you with, will maximize your growth whilst having peace of mind that CHAPS Accountancy services are looking after you.

No matter the shape or size of your business - an individual sole trader, contractor, freelancer or even a limited company - we have a comprehensive accountancy package just for you.

## We know our stuff:

Our team of qualified Accountants, Bookkeepers and Payroll Executives have years of combined experience, so let us put our skills into action while you concentrate on building your empire.

All of our accountants are qualified from AAT - ACCA - CIM and Chartered Institute of Payroll Professionals. We have years of experience understanding our clients needs and wants, whilst ensuring a reliable and friendly customer service.

E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)



“We started using CHAPS for our accounting services. They prepare end of year service charge accounts for the properties we manage, provide general accountancy advice and provide a great service at competitive prices. I would have no hesitation in recommending them.”

Arizona - Cheshire



“CHAPS have been amazing for us ever since we’ve switched accountants. They really understand our industry, they go above and beyond whenever needed and no job seems to be too small or large.”

Rob - Bristol



“CHAPS have been extremely helpful in assisting us with our strategic business planning and I would highly recommend him and the firm should you need tax planning advice.”

Max - Staffordshire



“We value the advice CHAPS has given us for not just for our accountants, but for payroll too. They prepare our accounts, company and personal tax returns and the service is always good and timely. We feel we can pick up the phone to them whenever we need to and discuss our business matters.”

Christian - Lichfield



“CHAPS took the time to get to know us, and to understand our work. They understand the need for good communication and appreciate that the audit is a learning process. They are an efficient auditor too, and we look forward to continuing to work together.”

Maria and David - West Midlands



“CHAPS have provided a first class service throughout their dealings with us, culminating in a large Research & Development Tax Credit claim being successfully secured. It's advice like this that's crucial to the continuing success of our business.”

Dillon - Staffordshire



E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)

"I always knew what I wanted to achieve but didn't know how to achieve it. CHAPS have been instrumental both then and now in making our dreams and aspirations a reality. I intend to expand our business portfolio, possibly beyond dental circles. CHAPS have given us the confidence to move forwards, and plan for that."

Sophie - Manchester



"Matt and his team are fantastic and forever go above and beyond for us, especially during the past few months. It gives us a sense of relief knowing that our finances are in safe hands while we focus on providing the best environment for the children. We'd definitely recommend CHAPS – the support they provide us is invaluable."

Dave - York



"Having used Matt and his team for a while now and I can safely say they help to relieve the stresses and strains of processing payroll! We are now also using Chaps Accountancy Services!"

Racheal - Staffordshire



"As a medium sized business, we had used a well known firm to carry out our audit and tax work for many years. Following some service issues, a decision was made to move to a local firm for that work. I am pleased to say that the move has been a benefit to us, with an improved service, and reduced costs."

Rebecca - Birmingham



"We are happy to say that CHAPS are by far the best company that we have worked alongside in a very long time. Even members of our own payroll team who have been doing this for 9 years will hands down say that your company is the best all round!"

Brooklyn - Midlands



"We required a very quick solution to a project and CHAPS supplied it, in a very timely and professional manner, with minimal input from ourselves."

Ben - Walsall



E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)



# CHAPS ASSOCIATE PARTNERS

CHAPS



Accountancy Services



E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)

# CHAPS



## Accountancy Services

**Please scan the QR  
code to arrange a call  
back at your  
convenience**



E: [admin@gochaps.co.uk](mailto:admin@gochaps.co.uk) T: 0330 133 4311 (24/7) W: [www.gochaps.co.uk](http://www.gochaps.co.uk)

