



# Accountancy Services

We understand your business needs whatever your size or ambitions. Choose from our range of solutions, to simplify and improve your finances and accounting. Leaving you to grow and thrive.

As a modern chartered accountancy service we offer all the general services you would expect and many specialist services too. Our experienced team are on hand to provide bespoke and affordable solutions.

We can work with you to improve, simplify or streamline your finance and accounting processes, from Business Planning through to Bookkeeping.

**With BWMacfarlane you can get:**

- Straightforward auditing to make sure all your reporting requirements are completed to the standards required. And we can work with you to use your auditing process as a tool to improve your business
- Our bookkeeping services are specially tailored to your needs and use the latest advances in information technology to provide you with a simple and cost effective solution. We offer an affordable, efficient and accurate payroll package to handle your weekly or monthly payroll requirements
- Complete peace of mind with preparing VAT returns
- Expert Corporate Finance advice





# Tax Consultancy

Taxes can cut deeply into profits, reduce working capital and squeeze cash flow. Our tax planning specialists are ready to help you discover the quality, personal tax service our clients have been enjoying for years.

You need accurate professional tax advice at the right time, every time. And you need to understand all your options so you can choose what happens to your hard-earned cash.

We focus on understanding your unique financial position and turn complexity into clear options so you can decide wisely and with certainty.

**With BWMacfarlane you get:**

- Tax planning for all phases in your life
- Tax investigation support benefitting from our extensive success in negotiating with HM Revenue & Customs
- Effective Wills and Inheritance tax planning involving liaising directly with the solicitors and stockbrokers involved to ensure our clients have a seamless service
- Expert guidance from our Trusts team on using Trusts to help mitigate income tax, capital gains tax and inheritance tax





# Trusts & Estates

Accountancy & tax issues often increase the complexity of trust and estate work. Failure to address such issues can have expensive consequences.

Our trusts & estates department offers a full support service, giving both specialist tax advice and expertly dealing with the preparation of accounts for estates and for ongoing trusts.

With the extraordinary rise in house prices, the value of your house alone on your death may produce large tax liabilities for your inheritors if you don't take the right steps to protect your money now.

With BWMacfarlane you get:

- Preparing specifically tailored accounts for all types of estates and ongoing trusts, ranging from the simplest to the most complex
- Dealing with all aspects of the day-to-day administration of trusts
- Complete estate and inheritance planning advice
- Dealing with capital gains tax, income tax and inheritance tax issues as they arise
- Preparing and submitting tax returns
- Handling investigations by HM Revenue and Customs



# Solicitor Service

Acting for solicitors and indeed barristers is a specialist area that requires expertise and an understanding of the sector to help them maximize their profits and reduce commercial risk.

Our own team here at BWMacfarlane has a detailed knowledge of the Solicitors' Regulation Authority (SRA) Accounts Rules and a thorough understanding of the commercial needs of practising solicitors.

We work closely with our solicitor clients throughout the year to ensure they are ready for the SRA rules 'audit' which means that we have a detailed knowledge of the issues relating to solicitors.

**With BWMacfarlane you get:**

- All aspects of routine planning delivered expertly following Solicitors' Accounts Rules reporting
- Advice on future tax payments well in advance of the payment dates to help you monitor your firm's cashflow
- Strategic advice for business planning including mergers & acquisitions
- Practice valuations and advice on raising finance





# Audit Compliance

Whatever your reason for needing an audit, be it regulatory or perhaps raising new finance, we can provide you with an expert and value for money service.

We know businesses rarely look forward to their annual audit. We make it as painless and as constructive an experience as possible and ensure that all your reporting requirements are completed to the standards required by your bankers, creditors and the tax authorities. And we can work with you to use your auditing process as a real business tool to improve how you do business.

If you want a fast, reliable, no-frills audit, we can provide that too.

With a BWMacfarlane audit you get:

- Trained specialist auditors who really know their business and yours
- Compliance reports for a wide range of professional bodies like solicitors and surveyors
- Management reports and advice on improving your systems and controls
- Flowing from this we can then help you with insights and ideas to help your business grow



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# Payroll & Linked Services

Free yourself from ever-changing complexities so you can concentrate on running your business and making it grow.

BWMacfarlane has an affordable, efficient and accurate payroll package to handle your weekly or monthly payroll requirements. To keep things simple for you we take your payroll information by fax, phone, email or even handwritten notes.

We provide all the completed forms you will ever need for record keeping and accounting purposes to save you time and money later on.

**With BWMacfarlane you get:**

- Confidential printed or security pay slips
- Direct payment of wages or salaries to bank or building society accounts
- Free monthly and year end reports
- With BWMacfarlane when payday comes around you can relax



# Litigation & Forensic

Many legal disputes involve money. Yours perhaps?

At times like this you need our confidential expertise and advice. By bringing us in early in support of your legal team we can help you take quick and decisive steps to get the right settlement.

We act for defendants and claimants and also act as single joint experts at all stages in the legal process up to and including giving evidence in court.

Our extensive experience and experts mean we understand what's needed to strengthen your case. We help in every way we can to reduce stress and free you to get on with your life.

**BWMacfarlane** can help you with:

- Personal injury and Professional negligence claims
- Contractual and divorce disputes
- Business loss or interruption claims
- Fraud and criminal investigations by the police and tax authorities





# Academy Service

We can help in assisting schools, their governors' meetings, head teachers and business managers, in the financial procedures, management and reporting relating to the creation and management of Academy status.

All academies approved by the Department for Education are automatically deemed charities. It is essential to choose an auditor that knows your sector. BWMacfarlane specialise in providing services to the Charity sector including of course education and will be able to advise and guide you through the ever changing regulatory environment.

We can offer support during the conversion to an academy as well as ongoing support, including one off visits and attending governor's meetings as needed.

## With BWMacfarlane you get:

- Dedicated mentor support for all your accounting needs, no query is too small
- Assistance with the selection of accounting packages and accounting structure
- Staff training and support in establishing good governance
- Tailored Payroll services and advice re cash flow management and VAT
- Independent audit of the End of Year Certificate



# Bookkeeping & Management

Our bookkeeping services are specially tailored to your needs and use the latest advances in information technology to provide you with a simple and cost effective solution.

We have a friendly team dedicated to making financial life easier and more efficient. We know how busy you are and how tedious and worrying some of these activities can be when you have a business to run.

Choose from our support menu how much help you and your staff need from us. We can provide a complete finance function or simply help your existing staff to give you the input you need.

With BWMacfarlane you get:

- More time running your business and less time on administration
- No more costly accounts software and retraining costs and time
- Data entry and monthly reports produced accurately and on time
- An end to recruiting and retaining accounting staff





# Business Consultancy

No one understands your business like you do. But bringing in expert help to achieve your goals is part of the faster and smarter way to success.

We can help you plan for: increased profits; higher personal income; business growth; and a successful exit strategy.

We bring not only a very wide range of financial and accounting skills but also are ready to share the entrepreneurial flair and drive that has grown BWMacfarlane successfully.

With BWMacfarlane you get help with:

- Developing an effective, profitable business culture
- Managing change particularly in small businesses and charities
- Ensuring business strategic success
- Defining what your goals are and helping you to achieve them





# Wealth Management

There are many different ways to invest, protect and grow your wealth but every client is unique. It is important to tailor wealth management solutions to the individual reflecting their needs and priorities.

BWMacfarlane has many years experience in helping our clients, with their other professional and investment advisers, to construct a tax efficient strategy with the objective to build on and protect their wealth as well as address their financial needs and objectives for liquidity and flexibility.

Now is the time to review your financial position and look for ways to enhance your wealth.

**With BWMacfarlane you get:**

- Access to leading fund managers and wealth advisors who with our personal tax experts can provide you with a tailor-made package of advice and ongoing support
- Expert advice on the role trusts have to play in helping to ensure continuity through the generations
- Sound financial planning that is monitored and reviewed regularly
- Reassurance that you are making your income and capital work for you in the most effective way



# Churches & Religious Organisations

Forged over many years, we are proud of our long association with religious organisations and charities and have valuable insights into the unique financial realities and accounting challenges you face compared to other types of charities.

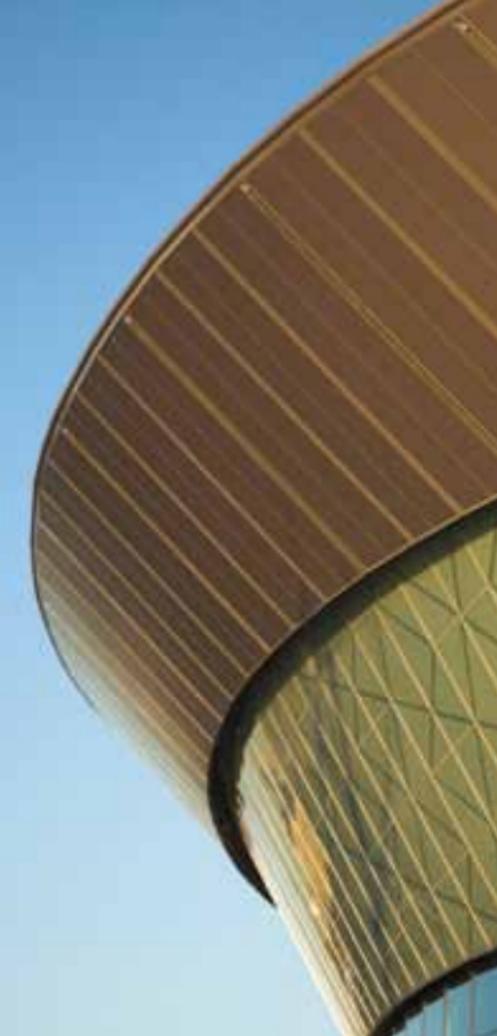
We understand the very particular charitable, legal and indeed taxation frameworks within which you operate.

You can also count on us to appreciate the special responsibilities that are integral to your culture, the day-to-day financial relationships that you rely on and the varying roles of lay people within your organisations.

With BWMacfarlane you get:

- Our dedicated religious accounting team will prepare specially tailored accounts
- Comprehensive independent examination or audit
- Gift Aid advice and support
- Personal tax advice for the clergy
- VAT and PAYE advice and support
- Planning and budgeting advice





# Charity & Not For Profit Accounting

From extensive experience working with charities and not-for-profit organisations, BWMacfarlane can provide your organisation with practical solutions to all your accounting needs.

Ever-changing regulations, funding requirements and industry climates are all closely monitored as part of the complete accounting and business planning service we offer your organisation.

We provide a one-stop-shop and friendly expertise to help you manage your finances, budget successfully and plan for and manage change.

At BWMacfarlane we can help you:

- Understand and control your own budgets, accounts and efficiency to become financially secure and stable
- With business planning, be at the leading edge of your industry
- Modernise your organisation structure to secure jobs and streamline roles
- Manage governance to ensure your charity is fully compliant
- Optimise your organisation with mergers, partnerships and commercial trading



# Online Accounting & Virtual Services

BWMAOnline is our online bookkeeping and accounting service which provides a cost effective & totally accessible way for you to work with us.

Under our expert guidance, BWMAOnline allows us to work with you seamlessly in processing your accounting records online, tailoring our involvement to suit your individual requirements.

BWMAOnline also provides a 'virtual finance director' service to give the same high-quality financial and business expertise to smaller businesses as enjoyed by larger companies who can afford to employ a Finance Director.

**With BWMAOnline you get:**

- Exceptionally secure online accounting with built-in safeguards for client data
- Ability to assess the impact of business problems based on the most up-to-date information
- The advice to strategically grow and develop your business

