



SMART Services Guide

Redefining Accountancy



Packages to suit your business

No matter the size or goals of your business, we have a finance department package designed to support your unique needs. From managing day-to-day transactions, to helping maximise your cash flow to support growth, our flexible packages ensure your financials are accurate and stress-free. With the option to customize and add on SMART extras, we're here to help your business thrive.



SMART Start

If you are a small business or startup, you can benefit from the SMART Start package by saving time on routine financial tasks; we can take the stress out of all of that. This service provides accurate financial records, improves cash flow visibility, ensures tax compliance, and reduces the risk of errors. Ultimately, it frees you up to focus on what you do best, supported by experts.

[Click to learn more](#)



SMART Growth

Ambitious business owners can really benefit from our SMART Growth package. It gives you valuable insights into things like cash flow, budgeting, and profitability trends, helping you make smarter decisions as your business grows. You'll be able to scale up without hitting financial roadblocks and invest in areas that truly drive growth. This approach helps you take confident, informed steps toward expanding your business with the help of our experienced team.

[Click to learn more](#)



SMART VFD

For larger, more established businesses, our SMART VFD service fully integrates with your business, becoming part of your team. From bookkeeping to strategic planning, we provide expert guidance on budgeting, cash flow, and growth. Your dedicated team will provide clear financial direction, better budgeting, cash flow management, and strategic insights to drive your business forward. You'll have a fully integrated finance department, without the ongoing costs, training and associated risks.

[Click to learn more](#)

Want to know more? Learn more overleaf



SMART Start

SMART Growth

SMART VFD

SMART Bookkeeping

Bookkeeping is the heartbeat of your business, giving you a clear view of your finances to make SMART choices. By tracking income and expenses, it helps with taxes and reveals insights about cash flow and profits. This practice helps you spot trends and manage your budget, making it a SMART investment for long-term growth!

- ✓ Accurate Financial Records
- ✓ Efficient Expense Tracking

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- ✓ Stress-Free Tax Filing
- ✓ Accurate Payroll Processing
- ✓ Accounts Receivable Management

- ✓ Accurate Financial Records
- ✓ Efficient Expense Tracking
- ✓ Stress-Free Tax Filing
- ✓ Accurate Payroll Processing
- ✓ Accounts Receivable Management
- ✓ Accounts Payable
- ✓ Inbox Management
- ✓ Project Tracking & Reporting

Technology

Advanced accounting software can help gain financial insight and control, allowing us to work remotely together seamlessly.

- ✓ QuickBooks Online/Xero
- ✓ Dext

- ✓ QuickBooks Online/Xero
- ✓ Dext
- ✓ Float
- ✓ Fathom
- ✓ BrightPay

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SMART Growth

Growth services from The SMART Business Hub can really boost your business as you look to expand. Our team is here to offer down-to-earth advice on everything from financial planning to tax strategies and streamlining operations.

- ✓ **Annually** Clear Financial Snapshot
- ✓ Manageable Budget
- ✓ Strategic Business Review

- ✓ **Quarterly** Clear Financial Snapshot
- ✓ Manageable Budget
- ✓ Strategic Business Review
- ✓ Informed Decision-Making
- ✓ Profitability Review

- ✓ **Monthly** Clear Financial Snapshot
- ✓ Manageable Budget
- ✓ Strategic Business Review
- ✓ Informed Decision-Making
- ✓ Profitability Review
- ✓ Strategic Financial Planning

SMART Finance Director Services

Finance Director services from SMART can really take your business to the next level. Our experienced team provides hands-on support with financial strategy, budgeting, and cash flow management, making sure you're on track for success. We help you make informed decisions, spot growth opportunities, and tackle any financial challenges that come your way.

- ✓ Regular newsletter with tips and advice
- ✓ **Quarterly** Enhanced Strategic Insights

- ✓ **Six monthly** Smart Tax Strategies
- ✓ **Quarterly** Enhanced Strategic Insights
- ✓ **Quarterly** Optimal Cash Flow

- ✓ **Three monthly** Smart Tax Strategies
- ✓ **Monthly** Enhanced Strategic Insights
- ✓ **Monthly** Optimal Cash Flow
- ✓ Financial Risks Review

SMART Support

- ✓ **Responsive Support:** Get answers to your financial questions from a dedicated finance expert.

£200+ /month

£350+ /month

£1150+ /month

Book a discovery call to kick-start your SMART journey

Let's go

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E info@smartbookkeepingandaccounts.co.uk
W www.smartbookkeepingandaccounts.co.uk

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Personalised extras to support your business

Not only do we offer great value packages to suit your business, but we have a host of financial extras to help your business run efficiently. Our SMART extras can be bolted on to any package - flexibility is the key to our success!

Package Recap



SMART Start

£200+ /month



SMART Growth

£350+ /month



SMART VFD

£1150+ /month

SMART Extras

+ CIS	£25.00	+ Pension Set Up	£17.00
+ Payroll	£55.00	+ Pension Management	£5.25
+ Limited Company Accounts & Corporation Tax Return	£125.00	+ Registered Office Address	£10.50
+ Self-Assessment Tax Return	£17.50	+ Confirmation Statement	£14.50

Note. All extras are charged per calendar month

Book a discovery call to kick-start your SMART journey

Let's go





Payroll & CIS

At SMART, based in Bury St Edmunds, Suffolk, we offer comprehensive Payroll and Construction Industry Scheme (CIS) services to ensure your business runs smoothly and remains compliant with all relevant regulations. Our experienced team provides efficient and accurate solutions tailored to your specific needs.



Our Services Include:

- 1. Payroll Management:** We handle all aspects of your payroll, from calculating wages and deductions to processing payments. Our service ensures your employees are paid accurately and on time, every time.
- 2. Payslips and Reports:** We generate detailed payslips for your employees and provide you with comprehensive payroll reports. This helps you maintain clear records and comply with statutory requirements.
- 3. Compliance and Filing:** Keeping up with payroll legislation can be challenging. We ensure your business stays compliant with all HMRC requirements, including RTI (Real Time Information) submissions and end-of-year filing.
- 4. CIS Services for Contractors and Subcontractors:** Managing CIS can be complex. We provide end-to-end support, including verifying subcontractors, calculating CIS deductions, and submitting monthly CIS returns to HMRC.
- 5. Pension Auto-Enrolment:** We help you navigate the complexities of pension auto-enrolment, ensuring your employees are enrolled in a suitable pension scheme and all regulatory requirements are met.
- 6. Employee Benefits and Expenses:** Our experts assist with the administration of employee benefits and expenses, ensuring accurate processing and compliance with tax regulations.

Why Choose Us?

- Expert Knowledge:** Our team has extensive experience in managing payroll and CIS for businesses of all sizes, ensuring you receive expert advice and support.
- Tailored Solutions:** We offer bespoke solutions that are tailored to your business's unique requirements, ensuring you get the service that best fits your needs.
- Transparent Pricing:** We provide clear and competitive pricing with no hidden fees, ensuring you know exactly what to expect.
- Local Expertise:** As a local firm, we have a deep understanding of the business landscape in Bury St Edmunds and Suffolk, enabling us to offer practical and relevant advice.

Take action

Streamline your payroll and CIS processes with our expert services. Contact us today to learn more about how we can help your business manage these essential functions efficiently and effectively.

Let's go





Limited Company Accounts and Corporation Tax Returns

At SMART in Bury St Edmunds, Suffolk, we specialise in providing comprehensive accounting services tailored to the unique needs of limited companies. Our experienced team ensures that your financial statements are accurate, timely, and fully compliant with statutory regulations.



Our Services Include:

- 1. Preparation of Annual Accounts:** We meticulously prepare your annual accounts, ensuring they reflect the true financial health of your company. Our detailed approach helps you maintain transparency and make informed business decisions.
- 2. Corporation Tax Returns:** Navigating the complexities of corporation tax can be daunting. Our experts handle everything from calculation to submission, ensuring you maximize your tax efficiency while staying compliant with HMRC regulations.
- 3. Tax Planning and Advice:** Our proactive approach to tax planning ensures you are always prepared for future liabilities. We offer strategic advice to help you minimize your tax burden and optimize your financial performance.
- 4. Compliance and Deadlines:** We keep track of all filing deadlines and compliance requirements, giving you peace of mind knowing that your company's obligations are in expert hands.

Why Choose Us?

- Expertise and Experience:** Our team has extensive experience in handling the accounts of limited companies across various industries.
- Personalized Service:** We understand that every business is unique. We offer personalized solutions tailored to your specific needs.
- Transparent Pricing:** We provide clear and competitive pricing with no hidden fees, ensuring you get excellent value for your money.
- Local Knowledge:** As a locally based firm, we have in-depth knowledge of the business landscape in Bury St Edmunds and Suffolk, enabling us to offer relevant and practical advice.

Take action

Contact us today to learn more about how our accounting services can support your limited company. Let us take the stress out of your financial management so you can focus on growing your business.

Let's go





Self-Assessment Tax Return

At SMART, nestled in the heart of Bury St Edmunds, Suffolk, we understand that navigating the complexities of self-assessment tax returns can be overwhelming. Our dedicated team is here to take the stress out of the process, ensuring your tax returns are accurate, timely, and fully compliant with HMRC requirements.



Our Services Include:

- 1. Complete Tax Return Preparation:** We handle all aspects of your self-assessment tax return, from gathering necessary information to accurate filing. Our meticulous approach ensures nothing is overlooked.
- 2. Tax Calculation and Submission:** We calculate your tax liability or refund, ensuring all allowable expenses and deductions are applied. We then submit your return electronically, providing you with a copy for your records.
- 3. Review and Advice:** Our experts review your financial situation and offer strategic advice to minimize your tax burden and optimize your financial affairs.
- 4. HMRC Correspondence:** We manage all communication with HMRC on your behalf, addressing any queries or issues promptly to ensure a smooth and hassle-free process.
- 5. Support for Sole Traders and Landlords:** Whether you're a sole trader, landlord, or have other income sources, we tailor our services to your specific needs, ensuring compliance and maximized benefits.

Why Choose Us?

- Expert Knowledge:** Our team has extensive experience in handling self-assessment tax returns for a wide range of clients, ensuring you receive expert advice and support.
- Personalized Service:** We offer bespoke solutions tailored to your individual circumstances, making the process as seamless as possible.
- Clear and Transparent Pricing:** We provide competitive pricing with no hidden fees, ensuring you know exactly what to expect.
- Local Expertise:** As a local firm, we have a deep understanding of the financial landscape in Bury St Edmunds and Suffolk, offering relevant and practical advice.

Take action

Don't let the stress of self-assessment tax returns weigh you down. Contact us today to learn how we can assist you in managing your tax obligations efficiently and effectively.

Let's go





Registered Office Address

At SMART located in Bury St Edmunds, Suffolk, we understand the importance of having a reliable and compliant registered office address. Our Registered Office service provides you with a professional business address, ensuring you meet all legal requirements and maintain a credible presence.



Our Services Include:

- 1. Official Business Address:** Use our address as your company's registered office address. This not only complies with statutory requirements but also enhances your business's credibility and professionalism.
- 2. Mail Handling and Forwarding:** We handle all official correspondence received at our address on your behalf. Whether it's from HMRC, Companies House, or other authorities, we ensure timely receipt and forwarding of your important mail.
- 3. Privacy Protection:** Using our address helps protect your privacy by keeping your home address off public records. This is particularly beneficial for small business owners and directors who prefer to keep their personal addresses confidential.
- 4. Compliance and Updates:** We keep you informed about any changes in compliance regulations affecting your registered office address. Our proactive approach ensures you stay compliant with all statutory requirements.
- 5. Professional Image:** Our service helps you present a professional image to clients, suppliers, and stakeholders. A registered office in a reputable location like Bury St Edmunds adds to your business's credibility.

Why Choose Us?

- Expert Knowledge:** Our team is well-versed in the statutory requirements for registered offices, ensuring your business remains compliant.
- Reliable Service:** We provide a dependable and efficient service, managing your official correspondence with utmost care.
- Transparent Pricing:** Our service offers clear and competitive pricing, with no hidden fees. You get excellent value for your money.
- Local Expertise:** As a local firm, we have a deep understanding of the business landscape in Bury St Edmunds and Suffolk, offering relevant and practical advice.

Take action

Ensure your business meets its legal obligations with our Registered Office service. Contact us today to learn more about how we can support your company's needs.

Let's go





Confirmation Statement

At SMART in Bury St Edmunds, Suffolk, we provide comprehensive Confirmation Statement services to ensure your company stays compliant with all legal requirements. Our professional and efficient service helps you avoid penalties and maintain your company's good standing with Companies House.



Our Services Include:

- 1. Preparation and Filing:** We handle the preparation and filing of your Confirmation Statement, ensuring all necessary information is accurate and up to date. This includes details about your company's directors, shareholders, and registered office address.
- 2. Review of Company Records:** Our experts review your company records to ensure all information is correct and complete before submission. We help you identify and rectify any discrepancies.
- 3. Compliance Monitoring:** Staying on top of compliance requirements can be challenging. We monitor your deadlines and ensure timely submission of your Confirmation Statement, so you never miss a filing date.
- 4. Company Information Updates:** Whether it's changes to your company's structure or updates to shareholder details, we manage all necessary updates and amendments, ensuring your records reflect the current status of your business.
- 5. Expert Advice:** Our team provides expert advice on maintaining compliance with Companies House regulations, helping you navigate any complexities with ease.

Why Choose Us?

- Reliable Expertise:** With extensive experience in handling Confirmation Statements, our team ensures your company remains compliant and up to date.
- Personalised Service:** We tailor our services to your specific needs, offering bespoke solutions to keep your business on track.
- Transparent Pricing:** We offer clear and competitive pricing with no hidden fees, giving you peace of mind and excellent value for your money.
- Local Knowledge:** As a local firm, we understand the unique challenges faced by businesses in Bury St Edmunds and Suffolk, providing relevant and practical advice.

Take action

Ensure your company's compliance with our reliable Confirmation Statement services. Contact us today to find out how we can help you maintain your company's good standing.

Let's go

