

ACCOUNTANCY / BOOKKEEPING

Accountancy / Bookkeeping All businesses are required to keep business records, an extra burden on the busy entrepreneur and an added distraction from the business of making money. Records used for the day to day running of the business will need to be turned into a set of formal year end accounts to support your tax returns and to meet other statutory requirements. Formal accounts are routinely required by banks and key stakeholders of the business. Companies need to comply with legal requirements and Accounting Standards when preparing their annual accounts for submission to Companies House, while sole-traders and partnerships will require some form of accounts to support self assessment tax returns. With experience of large and small businesses, RANA & CO can help you keep your records and advise you of best practice in a form relevant to your business. RANA & CO offer the following services to help you:

- **Keeping books and records;**
- **Review your accounting systems and recommend improvements;**
- **Assisting with the preparation of VAT returns;**
- **Help you design reports providing relevant timely management information;**

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Written by Administrator

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- **Regular meetings to help you understand your financial position;**

- **Preparing monthly or quarterly management and year end accounts, including full statutory disclosures;**