



Torgersens
CHARTERED ACCOUNTANTS

Business Advice

WE DO BUSINESS

innovative accountancy, tax and business advisory solutions

torgersens.com

Business Advice

At the heart of our services is the drive to support North East businesses and help them to grow.

We provide business advice that assists SMEs in making major financial decisions, increasing their profits and working more efficiently.

CORPORATE FINANCE

If you are taking a strategic business decision or planning a major project, expert advice on commercial finance can be crucial.

We can help by identifying the relevant options, highlighting any benefits or potential pitfalls, managing your project timetable and providing planning support that will help you avoid any unnecessary expense.

Areas we can advise on and assist you with include:

- *Selling your business*
- *Raising finance*
- *Making an acquisition*
- *Establishing tax efficient business structures*
- *Company mergers*
- *Assisting with vendor and purchaser due diligence*
- *Going public*

Assistance from our partner organisations

You may require the services of a bank or venture capitalist if you're raising finance, a stockbroker if you are going public or a law firm to deal with the legal issues. We have strong relationships with local experts and will be delighted to make whatever introductions you require.

PAYROLL

A crucial function of any business is an efficient payroll system. Managing payroll is complicated, and must be done on time. Employers are responsible for any mistakes that are made.

We provide a comprehensive payroll management service that can be tailored to your business's requirements, including:

- *Employee payslips*
- *Monthly summaries and departmental reports*
- *CIS returns*
- *Assistance with Work Place Pensions Processing*
- *Dealing with starters and leavers*
- *Analysis of staff costs*
- *Real Time Information (RTI) PAYE returns for HMRC*

Related tax planning advice

We also offer specialist advice on all employment tax issues, including:

- *Tax efficient remuneration strategies*
- *Termination payments*
- *Inducement payments*
- *Company car and van strategies*
- *Benefits planning*

COMPANY SECRETARIAL SERVICES

We can provide a comprehensive suite of company secretarial services tailored to your needs.

Outsourcing your company secretarial responsibilities will give you confidence that this important area is managed by experts who are fully informed about the latest company legislation. Our services include:

Company formation

Our company formation service will provide a company tailor-made to your requirements. Using electronic facilities, we can set a company up within 24 hours.

Registered office facilities

All UK companies are legally required to have a registered office for all official communications. We can provide registered office facilities at all of our locations and deal with your mail as agreed.

Maintenance of statutory records

This is one of the most important administrative tasks required by the Companies Acts. We provide this service with prompt and careful attention to detail and a sound grasp of the legal requirements.

Statutory filing requirements

Once a year every company must deliver a confirmation statement to Companies House. This is a snapshot of information about your company, its officers and members. We can prepare this statutory document and arrange its filing with Companies House.

Meetings and minutes

Generally, every company must hold one Annual General Meeting (AGM) in each calendar year. The first AGM must be held within 18 months of incorporation and each subsequent AGM must be held within 15 months of the last. Our company secretarial services team can prepare the relevant draft board minutes, notice and AGM minutes.

THE NEXT STEP...

For more information, please call PAUL NEWBOLD or email paul.newbold@torgersens.com

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