

WE PROVIDE A QUALITY SERVICE BY COMBINING OUR YEARS OF EXPERIENCE

Although Sage and Xero are the choice of bookkeeping software for many of our clients we also try to stay up to date with other software so if you would like us to use a different software please do not hesitate to ask.

Many clients value Wilds taking over their bookkeeping function to allow them to spend time doing what they are best at. But don't forget to get the most out of this service monthly or quarterly reports, variance analysis, a follow up call from Wilds will give you the extra value to turn this service into something that gives you the vital up to date information to make decisions in your business.

Moving forward this is the ideal service to allow you to meet the digital tax legislation and through Cloud Accounting can also give you access to your information anywhere that you have internet. The add-ons that are also available could revolutionise the way you do business.



Our Bookkeeping team provide a wide range of services meaning we can provide exactly what you need for you and your business

What we can do for you at Wilds

- Processing of invoices on Sage
- Balancing and reconciling VAT, PAYE, bank and credit card statements
- Running / designing monthly reports for management
- Budgets can also be set up on Sage for us to report against actuals
- Payment to suppliers can be made as part of the monthly process
- Record all transactions
- Analyse your cashbook
- Fully reconcile your bank accounts
- Fully analyse your purchase and sales ledgers
- Reconcile your purchases and sales ledgers
- Reconcile your petty cash and VAT
- Reconcile your wages and PAYE controls
- Account for your Loan and HP Agreements
- Record entries for fixed asset register
- Reconcile and inter-company accounts
- Provide for any bad debts
- Submit the vat return for you
- Record prepayment and accruals
- Send you a profit and loss and balance sheet report
- Email you a report of variances that you need to action as a result of these results.

Monthly Package Includes	Compliance Package	Compliance Plus	Development Package
Annual Statutory Accounts	✓	✓	✓
Company Tax Return	✓	✓	✓
Quarterly VAT Return	✓	✓	✓
1 Director Payroll Monthly	✓	✓	✓
Director Tax Return	✓	✓	✓
Preparation of P11D	✓	✓	✓
Unlimited Telephone Support	✓	✓	✓
Dedicated Contacts	✓	✓	✓
Cloud Based Software	✓	✓	✓
Company Secretarial		✓	✓
Payroll for 2 Directors and up to 5 employees		✓	✓
Minutes and Dividend Vouchers		✓	✓
Quarterly Reports and Follow up Call		✓	✓
Payroll for 2 Directors and up to 10 employees			✓
Xero Training			✓
Pre Year End Tax Planning Meeting			✓

You can add on any of these services or look to discuss a package, similar to Wilds online that allows all of this to be encompassed.



Client Case Study

Sefar Ltd sells globally sourced Fabricated Filtration Materials across all technical industry sectors in UK and Ireland. As a company we have worked with Wilds for many years but only took on their bookkeeping services recently.

Overall Wilds provide the following services: Monthly processing and payment of payroll, weekly onsite bookkeeping, monthly management accounts, quarterly projections, audit and tax.

These services are completed in a timely manner and in a format required to adhere to head office standards for returning the information. It means that I am confident that everything is being done properly and efficiently and it fits in to our organisation as any other department would.

Wilds maintain all the regulatory updates so that the accountancy function has become one that I don't need to worry about, regular planned updates are all that is needed.

If Head Office visit, Wilds are always available to come onsite to meet with them.

Payroll

The payroll team at Wilds usually request the salary information earlier in the month so they have time to process the salaries and upload the information to bankline. Along with the salaries they also upload the PAYE figure payable to HMRC ready for me to authorise the payments in a timely manner. These payments are then authorised by me after reviewing the figures uploaded.

Bookkeeping

Linda works onsite and become part of the team and is effectively seen that way by our customers and suppliers. She has worked hard on trying to improve our system and look at how it fits with the other departments. If she is ever absent Wilds have cover for her so the work can just carry on as normal.

Once a week Linda comes to the office to complete the weekly task of entering the invoices and updating the bank on our bespoke software. Follow up with Suppliers/Customers for overdue payments/queried invoices is also completed.

She also has access to online banking for Sefar to set up any necessary payments on behalf of Sefar. This includes processing Payment Runs using the system, and being able to upload a report to the bank which gives the bulk payments that are due to be made to all supplies in GBP, Euro and USD. Each currency is paid using that currency bank account.

Before the payment run is complete and authorised by myself, I sit down with Wilds to discuss the payments that are due to be made, in case of any discrepancies with invoices or any further invoices that need to be added in, all of the suppliers are paid in a timely manner and we can continue having a good working relationship with our suppliers.

Management Accounts and Quarterly Projections

Towards the beginning of each month Senior Manager from Wilds attends our office to complete the management accounts for the prior month. This includes a full reporting pack that is prepared in the UK format and in head office requirements. A meeting is held between Wilds and myself to discuss various aspects of the business, including detailed explanations of any variances with in the reports. This all happens before the final reports are submitted to head office so then I have sufficient information to inform them of said variances. The whole process is completed within a ten day turnaround of the month end.

In addition to the above we sit down quarterly to discuss and update the annual budgets/ forecasts, so I know exactly where we are heading, these reports are also submitted to the group and ensures we meet HMRC requirements in respect of the quarterly corporation tax payments. As the management accounts are completed on a monthly basis preparing the year end accounts is a process made much easier, as all of the information is supplied, checked and discussed on a monthly basis. This process ensures I receive the audit and final year end accounts within a very short time frame, which I ready for authorisation and submission.

Audit

Within 10 days of the year end the accounts have been put together and ready for independent members of the Wilds audit team to come onsite to complete an audit for Sefar.

The audit is completed in the space of a week, year end meeting held, at which point the final audited accounts and the group reporting pack is available.

Tax

Around September time each year, I sit down with the Wilds tax team to discuss different options and scenarios to ensure we comply and receive the best tax position for ourselves.

Together with the monthly review, any changes in legislation relevant to us are communicated.

In case the above was not enough, I know they are only a phone call away and are always happy to help. Overall, I am very happy with the services that Wilds provide and the support and knowledge I have access to are invaluable.

“Unlike the majority of other accountancy firms that I have worked with across the North West, Wilds is a lot more proactive by being prepared to offer a different level of service to local businesses.”



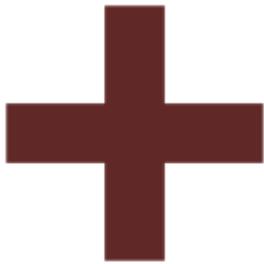
Online accounting, anytime and anywhere

Using our cloud-based software Xero, you get your own secure portal where you can access information regarding your cash flow and business performance, meaning you can control your finances anytime and anywhere that you have internet connection.



Electronic Information

Send us your receipts via email or post or receipt bank and we'll have them processed so you can keep on top of your expenses and focus on your business.



Add-Ons

A wealth of apps that can be added on to help with controlling stock, debtors or admin functions. The list is endless...



The choice is yours

Whatever your business needs, we're with you all the way. We will manage your paperwork and books the way it works for you, we can tailor our system so that it suits you and your business best.

"We have had a long and successful association with Wilds and have been clients since 1981. We have always had the utmost confidence in their handling of our business affairs. Martin, in particular is always on hand with help and advice, and Florence's help with our Sage and bookkeeping is invaluable. We look forward to many more years of working together."

Xero

Xero is an online accounting and bookkeeping software that helps to improve businesses. It brings together everything our team needs to record client information in a simple, straight forward way, do you want more control of your bookkeeping but get over whelmed with the complexity of SAGE? Xero provides a solution for businesses that want their bookkeeping system to be more streamlined. Xero is an online accounting/bookkeeping software that is hosted entirely in the cloud. This means that wherever you have an internet connection you can log into your file.

If you are interested in a demonstration of the software or want to talk through how Xero could be integrated into your business, contact the office and we will be happy to go through any queries.

“Just a line to thank you for such friendly yet professional advice. With you and Wilds I was invited to meet my accountant face to face and was able to discuss (as opposed to post or leave at reception) both details and concerns. This had never been the case with previous accountants. I would also like you to pass on my appreciation to the young ladies at reception who were, each time I was there as well as phone calls made, always first class.

Without doubt I would, without reservation, highly recommend you and Wilds to anyone seeking good sound professional advice.”

