



Three ways to CUT my accountancy fees

Darrall & Co - February 2018

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Website :

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JOB 1:

RECONCILE THE KEY CONTROL ACCOUNTS

- 1) All funding sources
- 2) All taxation types

Cross reference your workings to the balances in your books and copy the relevant evidence ready for your accountant to insert into their file.

Seeing a full complement of reconciled control accounts enables your accountant to work faster.

JOB 2:

PROVIDE EXPLANATIONS AND EVIDENCE AT THE OUTSET

Detail any significant changes in the nature of your income and expenses and the impact this has had.

Signpost any relevant transactions within your records that support your representations.

Without your guidance your accountant will take longer to search through your records to find what they need.

JOB 3:

PREPARE YOUR OWN FIXED ASSET REGISTER

Keep track of as much detail as possible. Preferably keep this in a spreadsheet format that is easy to share and edit.

Keep copies of related invoices and finance agreements. Cross reference the register to the documents.

Comment on private use of any assets and provide your calculations in support of this.

This will save time on the tax as well as the accounts procedures.

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