

# Winchester Bourne



Accounting & Business Specialists



## **Introduction to Winchester Bourne**

*Simply a better way to manage  
your accounts*

# Our Clients...

You will see from the case studies that follow that our clients are from a diverse spectrum of industries: from printing and packaging companies to pharmaceutical companies; companies associated with the marine industry to publishing companies; stainless steel stockholders to veterinary specialists; numerous consulting businesses, large and small charities, and so much more.

## We can help in so many ways:

- Annual Accounts preparation
- Management Accounts preparation
- Personal & Business Taxation
- Payroll management
- Maintenance of the day to day accounting records
- Business Plans or separate advice regarding Business Structures and the implication of these for the future growth of the company or practice and the tax implications of decisions made.

*"I have been using the services of Winchester Bourne since 2012 and during this time their company has been nothing less than exceptional. The manner in which they conduct business suits me perfectly as they are always eager to assist in finding solutions. Their staff are knowledgeable, professional and have the ability to make you feel comfortable when discussing matters that are complex.*

*I would have no hesitation in recommending Winchester Bourne as they have been the perfect fix for all my business and personal tax needs".*

## We have specialist knowledge and experience in areas that include:

### Property Management

#### LETTING AGENTS & ESTATE AGENTS - LANDLORDS - MANAGEMENT COMPANIES

For many years Winchester Bourne has worked with a variety of management companies; property investors with portfolios of 2 to 96 properties; letting agents and estate agents. We provide a full range of accounting support, from the complete accounts department service, the preparation of quarterly vat and management accounts, to the preparation of annual accounts and strategic tax planning and advice.

### Healthcare

#### DENTISTS - LOCUMS - VETERINARY SPECIALISTS - MEDICAL & CARE SECTORS

We understand that professionals working in modern dentistry, veterinary science and medicine have a business to run with demands upon them for compliance and taxation. This is where we can help them.

*"I would like to thank Winchester Bourne for your hard work. I am extremely pleased with the level of service received from you. I could always rely on you and you have undoubtedly provided us with the best possible service. I will recommend you to my dentist friends too."*

### The Hospitality Industry

#### HOTELS - RESTAURANTS - GOLF CLUBS

This sector needs to apply tight controls on revenue, cash, expenditure, margins and profitability.

We have worked with many companies in this sector. Through the vast experience we have gained we are able to provide accurate, informative monthly management accounts. In many cases we run the full accounts and payroll department service for these companies. We liaise closely with the owners and general managers who appreciate that we understand this industry so well.

## MEDICAL SUPPORT INDUSTRY



This company provides medical support solutions to remote parts of the world. They set up and run field hospitals, supplying doctors, nurses and medical equipment.

Amongst their assignments they have provided medical support solutions to the peacekeeping forces employed in Dafur and in direct contrast to the film crews making the Mission Impossible films.

The Directors approached Winchester Bourne in 2006 for help when their previous accountants were not delivering and they were being charged very high fees.

Winchester Bourne provides this company with a **complete accounts department solution**.

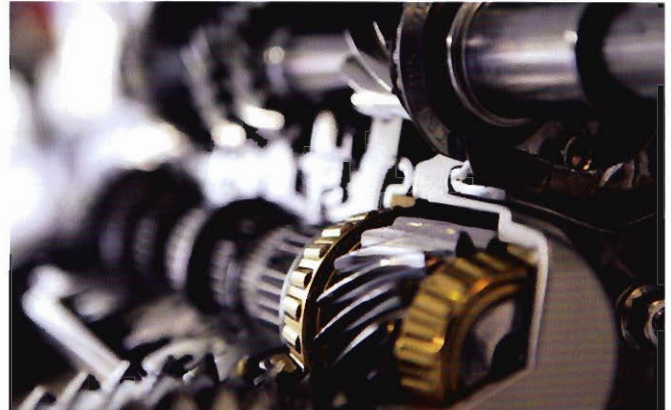
We process and control all the day to day accounting transactions (in dollars, sterling, euros and rand) and complete the annual statutory accounts, corporation tax returns and complete the personal tax returns for the directors

The company continues to expand its services and can do so in the knowledge that we are able to grow our support to them as the business demands.

**Our monthly fees for this service are £975 plus vat.**

**There is an additional annual charge of £975 plus vat for the completion of the statutory accounts.**

## CONSTRUCTION INDUSTRY



This company provides mechanical engineering services to the construction industry and works on projects for major supermarkets and hotels in Hampshire and beyond.

Winchester Bourne undertakes all the daily accounting tasks for this business.

We manage their weekly, fortnightly and monthly payrolls. We ensure that the company is fully compliant with all CIS tax returns, vouchers etc. We produce quarterly management accounts, we advise on all tax matters, both for the business and the directors and we produce the statutory accounts for the company.

We are the registered office for this company and provide company secretarial services.

**Our monthly fees for this service are £750 plus vat**

Currently the monthly fees for providing a complete accounts department service for the companies with whom we work range from £685 plus vat through to £2,975 plus vat per month.

Fees are determined purely by the time and level of expertise required to ensure a superb service is delivered to the client.



*"I had a call from one of my customers who I referred to you last year. You and your team were described as efficient, expert and proactive, with the added bonus of being less expensive than their previous accountants, who were non of the above"*

## A FURNITURE HIRE COMPANY



This organization based in Newbury, operates throughout the UK and is now extending into Europe this business is growing fast.

They approached Winchester Bourne in 2011.

They needed to bring professionalism to their accounting. Whilst the day to day processes were completed on-site they recognized the need for accurate, informative management accounts, forecasts and budgeting.

We became their management accounting expertise and provide general support to their team.

We also provide input to the budgeting process and complete the year end statutory accounts and corporation tax computation. We prepare the Directors personal tax returns.

**Our fees for this service are £465 plus vat per month. Our fees for the year end accounts and tax computations are £975 plus vat.**

**We charge £150 plus vat to complete a Directors tax return.**



*"Anyone employing part-time staff should do this instead. It works so well: we have 2 people working on our accounts available every working day. It really is so much better than before."*

## A SPECIALIST WHOLESALER



The MD of this company approached Winchester Bourne in 2001 for a cost effective alternative to having a full time Financial Director.

This employee was costing the company £70k per annum.

One of our Senior Accounts Managers was appointed to head up this assignment. By accessing their accounts on-line we control and manage their accounts. She liaises with their accounting staff daily, proving advice and support and we undertake the recruitment process for the in-house accounting staff.

In addition to controlling all month end procedures, processing the payroll, producing monthly management accounts, budgets and forecasts etc. we also oversee all stock movements within the accounts.

The company has elected not to have an external audit.

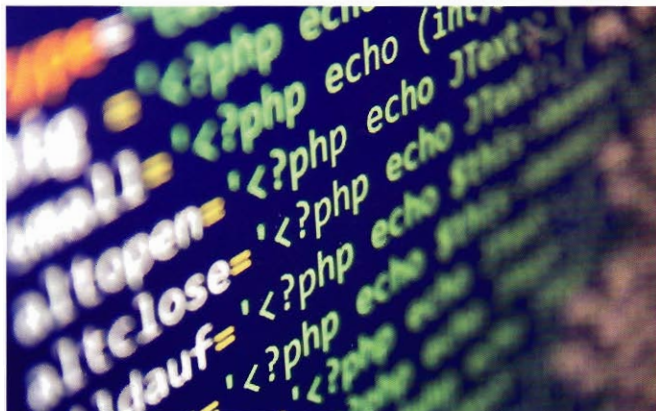
We produce the statutory accounts and corporation tax computations. In addition we conduct an internal audit – this is undertaken by another one of our senior qualified accountants. Thus producing more savings for the company.

**Our monthly fees for this service are £1,285 plus vat**

**Our fees for the year end statutory accounts, tax computations and internal audit £2,750 plus vat.**

In early 2014 we oversaw the project to successfully migrate their accounts from Sage 100 to Sage 50 professional and to train their in-house staff.

## A SOFTWARE COMPANY



This client is a leading bespoke software company based in Hampshire. They undertake mobile App design and development, web design and the development and software design of tailored bespoke software solutions.

Their clients include The Royal Household and Jaguar Land Rover.

Winchester Bourne provides the complete accounting function for this company and has done so since March 2011.

We manage their monthly payroll and PSA compliance. We raise their sales invoices using information they enter into web based software, we provide their credit control function, we process their purchase ledger and manage all the day to day accounting. We prepare timely monthly management accounts and quarterly Vat compliance.

We also provide year end services, preparing statutory accounts and the completion and computation of the corporation tax.

**Our fees for this service are £700 plus vat per month and £975 per annum for the statutory accounting.**

## A REGISTERED CHARITY



This organization, based in Southampton, is a registered charity providing welfare support to the families of people associated with the maritime sector.

Their general secretary approached Winchester Bourne in 2004 when their in-house accountant was retiring.

The accountant had been employed 3 days per week, this had been an expensive undertaking for them.

With several million pounds invested from which grants and support is allocated it is imperative that the quarterly reports produced for the Trustees are 100% accurate and timely – this had not always been the case.

Winchester Bourne was appointed. We provide all the day to day accounting support. We review, monitor and report on their investment portfolio, deal with all the book keeping issues, manage the monthly payroll and provide accurate and comprehensive reports to the Board of Trustees on a quarterly basis.

**Our monthly fees for this service are £1,200 plus vat**

**We supply accounting and payroll services to many charities throughout Hampshire.**

# The payroll service

**Are you still producing your payroll in-house or are you paying a lot of money for someone else to do it for you?**

**Why not pass this over to the experts at Winchester Bourne?**

At Winchester Bourne we run payrolls for many companies. Payrolls with a single employee through to payrolls with more than 100 monthly, or weekly, paid staff. Payrolls paying net wages of a few hundred pounds per month to £275,000 per month.

We run weekly, fortnightly, four weekly and monthly payrolls – with over 20 years experience we have it all covered for you!

Our payroll services are flexible and our costs are not expensive starting from £20.00 plus vat per month. Our complete Payroll Department service comes with one simple inclusive weekly or monthly fee and no additional costs for P45s, P60s etc.

**At Winchester Bourne we aim to make life uncomplicated and our charges affordable for you, whilst ensuring compliance and reliability for you, your staff and your business.**

In addition we can offer a complete auto-enrolment administration service for your company where we will set up and manage this on your behalf. We can provide a fully integrated pension and payroll service – another problem solved.

**Some examples of payrolls we run and the fees we charge:**

## **Monthly payroll for a busy restaurant in London**

• 50 monthly paid variable hours employees      Fully inclusive fees:      £95 per month

## **Weekly payroll for a florists in Winchester**

• 6 weekly paid variable hours employees      Fully inclusive fees:      £20 per week

## **Monthly payroll for a printing & packaging company in Southampton**

• 11 monthly paid employees      Fully inclusive fees:      £45 per month

## **Monthly payroll for a boat builders in Lymington**

• 4 monthly paid employees      Fully inclusive fees:      £25 per month

**Let Winchester Bourne take away the worry and hassle of compliance in an ever more complicated environment. We will ensure your staff are paid correctly and on time, every time.**

# Accountancy & more...

## YEAR-END ACCOUNTING:

We provide a full accounting and taxation service for companies that are large and small; newly formed companies to long established ones; simple or complex; Limited Companies, Sole Traders, LLPs and CICs.

Our fees are very competitive and transparent, they are often less than those currently being charged. We would be delighted to provide you with a quote for services.

Our aim is to complete the accounts efficiently aiming to finish them no later than 3 months after the year end.

## Some recent project work:

### Providing a Business Analyst for a fast growing specialist recruitment company.

This company needed someone to take an overview of their business, business processes, software and their accounting software.

Winchester Bourne provided expertise and knowledge to enable the integration of their software systems and to subsequently negotiate, on their behalf, with their software developers in order to achieve affordable, additional solutions. In this way they ensured their substantial investment in software could be fully utilised to the greatest advantage for their business.

### Business Mentoring

We are working with a diverse range of companies at various stages of their business development.

These businesses require support, advice and a "knowledgeable listening ear" to help them develop their business plans and forecasts for the future. We also support them to put processes in place that enable them to monitor their progress in order to make sure they are on course to achieve their personal and business ambitions and goals.

### Consultancy

We recently worked with a company reviewing and re-structuring their chart of accounts.

We worked with their accounting team to guide them in the correct policy for posting numerous inter-bank transactions and frequent cash movements, and assisted in the development of a robust cash flow forecasting model.

We have also worked with several companies advising them on exit strategies and how to get the most money for their business.

In addition we have introduced clients to various strategic tax planning solutions.

We are also providing Auto-enrolment administration services for many companies.



*"We are engineers, not accountants, hence we need a proactive, forward looking accounting firm. We are delighted with the service provided by Winchester Bourne in the past 6 years.*

*They meet with us quarterly, discuss management accounts, assist with forecasting and budgeting. They advise on tax efficient remuneration and produce all our statutory accounts and tax computations.*

*Their MD, Sarah, has helped with investment advice, cash flow management and is a very good "sounding board" for our general business discussions and will feature in our discussions when, in the future, we decide to sell our business."*

We'd love to chat to you about how we can help

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# Winchester Bourne

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## Download our **FREE** Winchester Bourne App

There you will find numerous calculators, tax tables, key dates in fact so many useful tools to help you run your business.



*“Winchester Bourne have been our accountants for the last 3 years. I have never looked back since I took them on to organise the financial side of my business and change the accounting systems within my company.*

*I find them highly professional in every way. They have advised me in many areas to help me build my business and make sure it runs successfully and profitably.*

*My business would not be successful if it had not been for the expertise of such a wonderful company helping in every way with my business”.*

**Please contact Winchester Bourne on 01962 715671 or email [sarah@winchesterbourne.com](mailto:sarah@winchesterbourne.com) to discuss the many ways in which we can help you.**

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