

Post Deal Services

Non-Executives

Are you an investor looking to make sure that your interests are represented and protected in an investee company OR a management team looking for a part-time, experienced and independent executive to fill a skill gap in the management team?

A non-executive directorship is an appointment to the board of a company on a part time basis. The work of a non-executive director generally involves attending board meetings and performance of specified company functions (this is especially true in the case of an SME) with the aim of providing independent, experienced, intelligent advice to the company board, the chairman and the management team.

Studies have shown that companies benefit significantly from having independent, non-executive directors on their boards. Their breadth of view, especially in the areas of strategy, independent thinking and knowledge, compliance with regulations and corporate governance compliment the daily business focus of executive directors. The combination of these skills and experience in the boardroom gives an organisation the best opportunity to succeed in today's business world.

Members of the Blue Sky team serve in the capacity of part-time and non-executive directorships on the board of directors of a number of companies.

Company Secretarial Services

Blue Sky offers a complete package of Companies Act compliance services to the owners/managers of private limited companies, including the following services:-

- Company formation
- Preparation and submission of Annual Returns
- Advising on the appropriate legal procedures to change the officers of the company, change shareholdings, amend the accounting reference date, declare a dividend, etc.
- Advising you of directors' responsibilities
- Maintaining your statutory Registers
- Maintaining your statutory Minutes
- Attend Board and General Meetings to advise on compliance procedures and to take minutes
- Acting as the Company's Registered Office
- Completion/filing all necessary accounts, forms, returns and resolutions on the public record at Companies House
- Dissolving the company
- Making sure that all company secretarial duties are performed correctly and on time will keep you out of trouble with Companies House
- Assisting start-ups with all of the other aspects of set-up/starting a business
- Amending Articles of Association for taxation, practical or commercial reasons
- Advising in relation to the legality of dividends

Statutory Services

Preparing accounts, for internal and external reporting purposes, is one of our core post deal services. Although the primary aim of the preparation of statutory accounts is to report the performance and financial position to the stakeholders of a business, we shall also advise you on the following:-

- The resulting taxation consequences
- The view the accounts will present to bankers, potential investors, credit rating agencies and your competition
- Industry standards for the accounting policies followed to prepare these statutory accounts

Instruct Blue Sky to prepare your statutory accounts and we will unburden you of the worry of correctly calculating how your business has performed and we will take away the complication of ensuring all technical

disclosures are correct. We will also ensure that they are prepared in sufficient time to be filed with the relevant Authorities by the statutory filing deadlines, so that no late filing penalties are incurred. When preparing these accounts, we shall be mindful that your tax liability is related to these results and we will actively seek proven techniques to minimise your tax.

Corporation Tax Services

With the introduction of Corporation Tax Self Assessment (CTSA), companies now need to fully understand the duties and responsibilities placed on them under this regime. We offer advice on:-

- Record keeping requirements
- Minimising the overall liability
- All relevant claims and deductions
- Calculation of the corporation tax liability
- Corporation tax payment deadlines
- Form CT600 filing deadlines
- CTSA enquiry parameters
- The penalty system
- R&D tax credits

Agreeing your corporation tax liability with the Inland Revenue is principally achieved by completing a company tax return. Understanding this complicated tax system and paying the correct amount of tax, at the correct time, through the correct mechanism, is what most clients seek. Speak to our experienced tax technicians and put your mind at ease. We will also seek to identify means to reduce your tax liability.

Management Accounts Services

Blue Sky can help you with the design, content, format, preparation and circulation of the weekly, monthly, quarterly management accounts that are produced to assist in the internal management of your company. Although the primary aim of such internal management accounts is to report the performance and financial position of the business to management, we can structure this reporting to also advise you on the following:-

- Divisional/Branch results
- The creation of an annual budget and the reporting of actual performance against this budget
- Reporting performance against comparative periods
- The identification and reporting of key performance indicators (KPIs) and key performance ratios
- Costing information, including break-even turnover levels
- Attending finance/management meetings to report on the management accounts and advise accordingly

Managing and improving a business requires timely and accurate financial information. Reduce your cost base, and release your valuable time, by outsourcing this key support service to us. As well as giving you peace of mind that this side of the business will now run smoothly, this will also enable us to offer valuable advice on the future running of the business.

Outsourced Bookkeeping Services

In today's complex financial and business world, every business needs reliable and professional help managing their business.

Not only is it necessary to ensure that everything is accounted for in compliance with the various statutory requirements, it is also important to make the most of every opportunity to maximise your income and minimise your expenditure.

At Blue Sky we are committed to providing a first class service tailored to your needs which are flexible and cost effective. You pay for the services you use and save money on in-house specialist staff and expensive offices.

Our bookkeeping services includes:-

- Regular bookkeeping services using SAGE or Xero
- Credit control
- VAT returns and inspections
- Payroll
- Monthly/quarterly management accounts
- Annual Accounts
- Corporation Tax return filing
- Cash flow forecasting
- Bank reconciliation
- Budget analysis
- Trading profit and loss reports
- Administrative services

Payroll Services

Free your time by delegating your payroll processing to professional outsourced service providers. As payroll becomes more and more complex, time consuming to process and expensive to operate, many businesses are now outsourcing this tax administration function to a specialist service provider.

As outsourced payroll service providers we are responsible for wages processing, PAYE/NI compliance, all IT issues, stationery procurement and maintaining the general confidentiality of this sensitive information.

We offer a complete payroll bureau facility, to free your time and allow you to concentrate on running your business:-

- You advise us of the gross pay, for a weekly, fortnightly, four weekly, monthly or quarterly pay periods. We calculate the net pay, supply you with security payslips and advise you how much PAYE and NI to pay the Inland Revenue
- We can advise you in relation to the legal requirements for offering your employees access to stakeholder pensions
- We prepare all necessary forms when an employee leaves
- Preparing end of year returns P35 and P60/P14s, before filing these with the Inland Revenue in advance of the statutory deadlines
- Providing ongoing ad-hoc support for all of your wages queries
- Preparing forms P11d and calculating the resultant class 1a NI liability
- Advising you in relation to the payroll implications of IR35
- Advising you of the journals necessary to update your computerised accounting records
- Tax efficient remuneration planning

As well as releasing your time and ensuring the quality of wages administration, outsourcing this function will usually save you money. We will be responsible for software updates, purchasing stationery and staff absenteeism cover. We will also ensure that you pay no more PAYE/NI tax than you absolutely have to.

Virtual Office Services

In the modern world of the World Wide Web it is entirely possible to run a business from a virtual office. Why not let us quote to provide you with a virtual office address, a registered office address, a post and facsimile forwarding service and even a dedicated telephone number and call centre response service.