

MORE THAN JUST ACCOUNTANTS



 **total books**
ACCOUNTANTS SINCE 2000

Accountancy | Taxation | Consultancy

INTRODUCTION

WITH OVER FIFTEEN YEARS OF BUSINESS KNOW-HOW, FROM ACCOUNTS PREPARATION TO CONSULTANCY, THE FOUNDER OF TOTAL BOOKS HAS WORKED WITH 100S OF CLIENTS; INCLUDING CHARTERED ACCOUNTANCY PRACTICES, BLUE CHIP COMPANIES AND A DIVERSITY OF SMALL TO MEDIUM-SIZED FIRMS.

Buhir Rafiq trained at Haines Watts, one of the leading chartered practices in the country, and progressed into management roles for renowned companies such as the National Audit Office before setting up his own venture. Total Books has now grown into a progressive firm of Sage certified bookkeepers, HM Revenue & Customs (HMRC) trained tax advisors and the Association of Accounting Technicians (AAT) licensed accountants. Our experts will look at the bigger picture to offer the most competitive way to help you grow. We pledge to keep our fees fair and affordable and guarantee to refund your costs if you're not satisfied.

We are regulated by the AAT, the UK's leading qualification and membership body. Through our union with them, Total Books receives stringent compliance advice and support from the Institute of Chartered Accountants England and Wales (ICAEW) assuring our clients total peace of mind.

WHY WORK WITH US

- We have over a decade of experience as certified and qualified accountants, tax and business advisers;
- With solid credentials (**ICAEW, AAT, Sage, CIPD** and **CIM**) and impeccable references available from local and national firms.
- Clients say "Total Books work proactively on each business as if it were their own, continually providing ideas for positive business change wherever needed."
- We operate fixed fees and billing by the minute to ensure the customer pays no more than is necessary, and guarantee a 100% refund on all work undertaken if any errors or faults are found.
- Licensed and regulated by the AAT, license number 4014.
- We are local and flexibly available for immediate assistance whenever needed.
- We consider your business as important as our own and endeavour to affirm strong lasting relationships.
- Our experts also offer marketing, personnel and business consultancy services.

CONTACT US

Whether it's a specific tax / accounting matter or just a general question about our business please contact us on the details below.

M 07727 664 215

E info@totalbooks.co.uk **W** www.totalbooks.co.uk

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OUR EXPERTS
LOOK AT THE
BIGGER PICTURE
TO OFFER
THE MOST
COMPETITIVE WAY
**TO HELP
YOU GROW.**

ACCOUNTANCY SERVICES

BOOK-KEEPING

Whether you already use manual methods, wish to learn accounting software or want to leave it all up to us, we can provide reliable and seamless accounts support. You can rest assured that your day-to-day finances are in safe hands.

INVOICING AND CREDIT CONTROL | BANK RECONCILIATIONS | CASH FLOW | MANAGEMENT | TRIAL BALANCE | MANUAL AND COMPUTERISED SYSTEMS

MANAGEMENT ACCOUNTS

We can prepare extensive reports that give you up-to-date management information allowing you to instantly keep your finger on the pulse of your business. By providing you with these reports you will have an up-to-date picture of your finances. This will facilitate sound and rational business decisions for the future.

PERIODIC MANAGEMENT REPORTS | PROFIT AND LOSS | BALANCE SHEET | CASH FLOW | BUDGETS AND FORECASTS | DEBTORS AND CREDITORS

STATUTORY YEAR-END ACCOUNTS

You may need a set of accounts for any number of reasons: As part of a business planning exercise, to comply with HMRC's statutory requirements, filing accounts at Companies House or for a finance provider. But perhaps you don't have the time or required expertise to do them yourself. We specialise in preparing annual accounts for businesses of all sizes. Outsource your accounts to us once a year, and let us take the headache out of this business requirement.

SOLE TRADER | PARTNERSHIP | LTD COMPANY | PROFIT AND LOSS | BALANCE SHEET | CASH FLOW

PAYROLL

Does running your Payroll give you a headache? Let us take the strain and take over the process. For each processing period our CIPD qualified staff will manage your entire payroll from timesheets to payments.

COMPLIANCE TO HMRC | PAYSLEIPS | REPORTING | YEAR END PROCESSING | SICK, MATERNITY AND HOLIDAY PAY | RECRUITMENT | HR CONSULTANCY

TAXATION SERVICES

PERSONAL TAXATION

Our tax consultants are committed to help you minimise your exposure to HMRC's wide range of taxes. Whether registration or end of year returns, we cover all areas from PAYE to Capital gains, making sure your compliance obligations are met.

TAX PLANNING AND COMPLIANCE | PERSONAL ALLOWANCES | EMPLOYMENT INCOME AND NI | ONLINE FILING | CAPITAL GAINS TAX | DIVIDENDS, SHARE AND PROPERTY INCOME

BUSINESS AND CORPORATE TAXATION

We have provided a wide range of tax and consulting services to a broad range of companies, from quoted PLC's to owner managed businesses. By being there from the onset and considering all the corporate tax, VAT, international and employee issues as appropriate, we can and will provide thorough advice that ensures you pay no more tax than necessary.

TAX PLANNING | CAPITAL ALLOWANCES | PROPERTY AND TRADING INCOME | CAPITAL GAINS | ONLINE FILING | EXEMPT AND ALLOWABLE EXPENSES | COMPLIANCE

VAT

Knowing that VAT is a complex area, be assured that we have the practical knowledge and experience to support you as needed. Most businesses have VAT issues from time to time but for some it can be a significant cost and an administrative burden. Total Books prides itself on being able to guide you through all of this with a clear understandable approach.

REGISTRATION AND DEREGISTRATION | ONLINE FILING | VAT SCHEMES | QUARTERLY RETURNS | TAX PLANNING AND COMPLIANCE

EMPLOYMENT TAX

There are such extensive areas of tax to manage from National Insurance, director's dividends and employee benefits. Our experts are trained to deal with and maintain them all in the correct and most beneficial manner. As well as assuring that everything complies with HMRC and that all areas are included, we will continue to look for ways to minimise tax expenditure which in turn enhances profits.

ONLINE FILING AND REGISTRATION | YEAR END FILING | DIVIDENDS | PAYE AND NI | TAXABLE AND EXEMPT BENEFITS

CONSULTANCY SERVICES

BUSINESS ADVISORY

We are here to help and advise you to ensure that your business is on a sound financial footing from the start. Qualified with the Chartered Institute of Personnel Development and Chartered Institute of Marketing. We have been providing consultancy in HR, marketing, design, IT, business start-ups and business growth for over fifteen years. We also have a strong partner network of consultants to provide support wherever you may need it. You will find our continual proactive advice encompassing all of your business functions to be invaluable.

BUSINESS CONSULTANCY | MARKETING AND PR | HUMAN RESOURCE MANAGEMENT | GRAPHIC DESIGN | IT CONSULTANCY

COMPANY HOUSE - SECRETARIAL

Our specialists provide expert and practical assistance to companies, their board of directors and other officers. We advise on company law, corporate practice and other compliance matters, and assist with a wide range of routine and specialist matters relating to the Companies Acts 1985 / 2006 and associated legislation. Whether considering becoming a limited company or if you already have company status we will ensure your regulatory matters are met.

COMPLIANCE FOR ACCOUNTS, RETURNS AND MEETINGS | ONLINE FILING | FORMATIONS | CHANGE OF SHAREHOLDERS AND DIRECTORS

SOFTWARE AND PROFESSIONAL SKILLS TRAINING

Develop personal and employee business skills using Mind Leaders e-learning business resources. Mind Leaders' simple, easy to use and highly effective training in desktop software and business management maximise your investment and bring employees up to speed quickly. The courses use real-life work situations that are reinforced through scenarios, role-playing, audio, graphics and videos concerning skills and software.

BUSINESS COMMUNICATION | LEADERSHIP | HUMAN RESOURCES | MARKETING | MICROSOFT OFFICE SUITE | FLASH | DREAMWEAVER | PHOTOSHOP | LOTUS

BUSINESS BUILT FROM RECOMMENDATIONS

Our clients trust total books and love the results we bring them.

“Great guy and very professional in everything that he does. Would definitely recommend him to anyone.”

MANAGEMENT ACCOUNTS | DEPARTMENTAL ANALYSIS | BUDGETS AND FORECASTS

MR ROBERT BAILES | DIRECTOR | GF MARKETING

W www.gfmarketing.co.uk

“Total Books have always given my companies excellent guidance, taking a lot of the strain out of running businesses and helped us get to where we are today.”

TRAINING | CONSULTANCY | FORECASTING | BOOKKEEPING | ACCOUNTS | TAX ADVICE

MR J WILTON | DIRECTOR | INFECTIOUS PR LTD

T 07966 215 899 **W** www.infectiouspr.com

“Buhir is a committed, hardworking person with an excellent attitude to work which he completed to a good standard. He was well liked by and got on with all of us at Ashbys.”

YEAR END ACCOUNTS AND TAX RETURNS FOR SOLE TRADERS, PARTNERSHIPS AND LTD FIRMS

MRS K STONE | PARTNER | ASHBYS CHARTERED ACCOUNTANTS

T 01296 668 217 **W** www.ashbys-tring.co.uk

“I would not hesitate to recommend the services of Total Books. They are very knowledgeable and approachable. The service we received was excellent.”

BOOKKEEPING | MANAGEMENT AND YEAR END ACCOUNTS | PAYROLL | TAX CONSULTANCY

MR L WOODROUGH | DIRECTOR | TOP DOG GRAPHICS LTD

T 07980 739 904 **W** www.topdoggraphics.co.uk

“Total Books helped me get my accounts in order quickly and calmly – and in a limited amount of time too. His reassuring and friendly manner made the process all the easier. Highly recommended.”

SELF ASSESMENT TAX | TAX CONSULTANCY | BOOKKEEPING TRAINING | YEAR END REPORTS

MR REUBENS WHITEHOUSE | OWNER | ROCKETFUELLED DESIGN

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For further acclaim
please go to:
www.goo.gl/aXi5M



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