



KEEP CALM AND HIRE A BOOKKEEPER

A freelance bookkeeper will save you time, money + stress

1. Save you time
2. Save you money
3. Sort out your expenses
4. Complete your VAT returns
5. Send out your invoices
and get them paid on time

Lamosa Business Services

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Languages spoken English & Portuguese

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Having a good set of books isn't just a legal obligation; it could mean the difference between success or failure. Just under half of UK small businesses don't save enough money to pay their end-of-year tax bill - don't become one of them.

To ensure your business is as successful as you want it to be, it's vital that you set aside enough time each week to ensure that your books are in order - or hire a freelance Certified Bookkeeper to do it for you.

Five things a Certified Bookkeeper can do for you:

1. Save you time

Running a small business can take up all of your time, and it's much easier to make mistakes when you are tired or thinking about other things. Bookkeepers have considerable experience in making order out of crumpled receipts and wayward invoices so they will not only process them faster, but they will make sure they are recorded perfectly and reconciled to the last penny.

2. Save you money

It's counterproductive to let your accounts get on top of you as you're more likely to make costly mistakes or miss deadlines and end up having to pay penalties. Your freelance bookkeeper can help you stay on track and save you money in the long term. And don't forget, a good system and a pristine set of books will make the fees much cheaper when you do need an accountant.

Keeping up-to-date accurate records and regularly reconciling your accounts is your legal responsibility. As well as making your life easier when it comes to your year end, good record keeping will also provide important financial information that will help you run your business more efficiently.

3. Help you with your cashflow, VAT returns and tax bills

Whilst most accountants deal with the financial year that's just passed, your qualified bookkeeper will support you throughout the year- so you know exactly how your business is doing today, next week and next month. Your bookkeeper can help you meet important tax-related deadlines, keep you up to date with your cashflow, and chase your outstanding invoices throughout the year.

4. Bring order to your receipts, invoices and bills

Your qualified bookkeeper will delight in bringing order to these three essential sets of records

- cash book - a record of all the transactions in to and out of your business account
- purchase invoices - a chronological record of how and when you pay your invoices
- sales invoices - a chronological record of when and who you have invoiced, and when you get paid

5. Sort out your expenses

It's common for busy entrepreneurs to make payments out of whichever account has money in it at the right time but, by using your business card to pay for personal expenditure and vice versa, you're making your accounts much harder to reconcile. Your bookkeeper can ensure that your accounts are in good order so that, in the event of a tax enquiry by HMRC your private bank account will not be treated as a business account.

