

## **Price List – All Services**

This price list is an internal document and confirms costs for core and non core customer services in all product areas.

### **Accountancy / Tax Service (Standard Package)**

For a fee of **£900 + VAT per annum\*** Champion provide the following support services and benefits to clients who own and operate Limited Companies:

- Personalised client management service
- Provision of software to enable clients to control company activity
- Reconciliation of business expenses
- Payslip and dividend administration
- Preparation and submission of quarterly VAT / PAYE & NI returns
- Preparation of annual accounts
- Corporation tax calculations and returns
- Annual Companies House returns
- Annual PAYE returns
- Compilation of personal tax returns
- General IR35 advice
- Registered office service
- Tax planning support
- Support from key business partners (Financial/Insurance/Legal)
- Provision of financial references
- Regular face to face meetings with Champion representatives

\* Fees are paid on a monthly basis and drawn down by standing order in installments of **£75.00 +VAT** per month.

### **Additional Services for Standard Package Clients**

- IR35 Contract Review / Assessment of Working Practices – £250 + VAT, per annum
- Invoice Preparation & Submission – £250 +VAT, per annum

- Management Accounts – £250 + VAT per annum

### **Accountancy / Tax Service (Standard Plus Package)**

For a fee of **£1400 + VAT per annum\*** Champion provide the following support services and benefits to clients who own and operate Limited Companies:

- Personalised client management service
- IR35 contract review & regular assessment of working practices
- Invoice preparation and submission
- SMS notification of funds receipt (requires bank account view access)
- Reconciliation of business expenses
- Payslip and dividend administration
- Preparation and submission of quarterly VAT / PAYE & NI returns
- Provision of quarterly management accounts
- Preparation of annual accounts
- Corporation tax calculations and returns
- Annual Companies House returns
- Annual PAYE returns
- Compilation of personal tax returns
- Registered office service
- Tax planning support
- Support from key business partners (Financial/Insurance/Legal)
- Provision of financial references
- Regular face to face meetings with Champion representatives

\* Fees are paid on a monthly basis and drawn down by standing order in instalments of **£116.67 +VAT** per month.

### **Limited Company – Formation Service**

**£100 + VAT.** This service includes:

- Formation of the Limited Company (client can choose the name of their company)
- Help to open a company bank account
- Registering the new company with HMRC for PAYE, Corporation Tax and VAT
- Company share structure advice

The customer will be asked to the above fee in advance of the company formation.

### **Limited Company - Dormant Service**

Dormant – part year	£116.67 + VAT for month 1 of dormancy £20 + VAT per month thereafter
	£225 + VAT for year end accounts service

Dormant for full year	£20 + VAT per month
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Customers with dormant companies will receive the following service:

- Personal client management service
- Preparation of annual accounts
- Corporation tax calculations and returns
- Annual Companies House returns
- Annual PAYE returns
- Compilation of personal tax returns
- Registered office service
- Company secretarial service
- Tax planning support
- Support from key business partners (Financial / Insurance / Legal)

Notes:

The month 1 dormancy fee enables Champion to carry out core accountancy/tax services which include:

- Preparation and submission of relevant quarterly VAT and PAYE returns
- De-registering the company for VAT, PAYE and National Insurance
- Preparation of closing management accounts

To qualify for the full year dormant service, there must be no fund withdrawals at any point in the year.

### **Limited Company – New Customers c/w Existing Companies**

No charge - if management accounts or statutory year end accounts are available when new customer joins.

£400 + VAT - if the customer has maintained PAYE and VAT returns but requires Champion to re-work and produce accounts.

**£TBA** + VAT – if the customer has not maintained PAYE and VAT returns and also has no accounts available. Final price will be determined by the volume of work involved – customer will receive confirmation of the price and must confirm acceptance.

Note:

The above services will be invoiced separately by Champion. Customer will be asked to pay fees by return.

### **Limited Companies – Change of Year End Date**

£30 + Vat to change year end date of an existing company.

The above service will be invoiced separately by Champion. Customer will be asked to pay fees by return.

### **Limited Company – Closures and Leavers**

#### No year end work required

£400 + VAT to close company if no year end work is requested. The service includes:

- Accounts made up to final stage
- Final PAYE and VAT returns
- Corporation tax returns to cessation
- De-registering the company with HMRC
- Strike off process

No charge for transfer of records, subject to standard information request.

### Year end work required

No charge – if customer has already paid 12 months worth of standard fees for year.

£116.67 + VAT - if the customer has paid more than 6 but less than 12 months worth of standard fees in year. This charge (equivalent to one extra month is necessary to cover remaining statutory and personal tax work.

£225 + VAT – if the customer has paid less than 6 months worth of standard fees.

Fees for company close down are as follows:

£400 + VAT to close company if no year end work is requested. The service includes:

- Accounts made up to final stage
- Final PAYE and VAT returns
- Corporation tax returns to cessation
- De-registering the company with HMRC
- Strike off process

No charge for transfer of records, subject to standard information request.

### **Sole Trader Accountancy/Tax Service**

£600 +VAT per annum. This service includes:

- Personalised client management service
- Preparation of annual accounts
- Personal tax calculations
- Preparation of annual tax returns
- Preparation of VAT returns
- Reconciliation of business expenditure
- Tax optimisation advice
- All bookkeeping work
- Payroll services
- Business development advice
- Tax planning support
- Support from key business partners (Financial / Insurance / Legal)
- Regular face/face meetings with Champion representatives

Fees are paid on a quarterly basis (March / June / September / December) and drawn down by Standing Order in installments of **£150.00 +VAT** per quarter.

**Umbrella Service - Champion Contract Services Limited**

**£23.00 + VAT** per week for the following service:

- No set up or close down charges
- No IR35 issues and no personal risk
- Statutory employer responsibilities met in full
- All administration and bookkeeping work
- All HMRC returns
- All annual returns
- All payroll calculations and next day transfer of funds
- Calculation and reconciliation of expenses tax relief
- SMS notification of funds transfer
- Holiday pay reconciled
- Commercial insurance - £1M PI / £5M PL / £25M EL in place
- Health and safety assessment per contract
- Opportunity to join Stakeholder pension scheme
- Support from business partners (i.e. Financial Services)
- Financial references
- No hidden extras
- Regular face/face meetings with Champion representatives

Note:

Fees are only paid when customers require our service. If they are on holiday or between assignments then no fees are due.