



**XERO
BOOKKEEPING**

**FINANCE
DEPARTMENT**

PAYROLL

Portt
& Co

**REAL TIME
REAL FREEDOM
REAL INNOVATION**



90%

**OF OUR CLIENTS
ARE **VERY SATISFIED**
WITH OUR SERVICES**



79

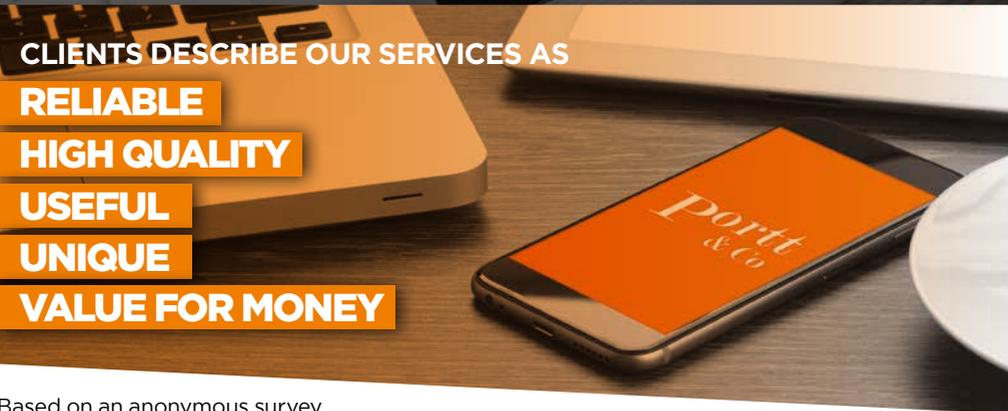
NET PROMOTER SCORE

70+ IS WORLD CLASS
**WITH A NET PROMOTER SCORE
OF 79, WE ARE ONE OF THE TOP
CUSTOMER-CENTRIC COMPANIES.**



95%

**OF OUR
CLIENTS SAY OUR
SERVICES MEET
THEIR NEEDS
EXTREMELY WELL**



CLIENTS DESCRIBE OUR SERVICES AS

RELIABLE

HIGH QUALITY

USEFUL

UNIQUE

VALUE FOR MONEY



Portt & Co

WELCOME

So you've reached a point on your journey where you are thinking about outsourcing part or all of your finance department! The good news is, you are looking in the right place where you have all the help and advice you need.

With our friendly and professional team of experts who are available to help you with your bookkeeping, payroll or finance department queries, you can rest assured that the transition will be an easy one.

The overriding principle of our offering is that we take responsibility for the services we're entrusted with. Of course we will ask certain things of your team but you'll never feel like you are managing us.

No matter how big or small your company is, with our experience and expertise, we can guide you however necessary.

Take a look at all the services we provide which we have outlined here in our brochure.

If you see anything we can help you with, just let us know. We'd love to hear more about your business and how we can help and there's no cost in us providing you with a proposal.

Consultations are free and there is no obligation, so let us help you help your business.

www.portt.co.uk

Based on an anonymous survey.

BOOKKEEPING

XERO ACCOUNTING SOFTWARE

Xero is the best small business accounting software available to you which enables us to work together with real time information. With it's easy to use, wide ranging accounting features, which allow you to collaborate with your advisors and integrate with your bank account.

RECEIPT BANK

Receipt bank is your electronic filing system, a handy app which allows you to store all your invoices and receipts safely. Now you can just submit a photo and shred your paper copies.

POSTING HISTORIC SALES INVOICES

We can match all receipts to invoices so you are always aware of which invoices haven't been paid and who owes you money. We will show you all income in your profit and loss and calculate VAT on sales.

RAISING SALES INVOICES

Raising sales invoices can be very time consuming so if you don't want to raise your own sales invoices, you can send us the information and we will raise them for you.

POSTING PURCHASE INVOICES/RECEIPTS

We make life super easy for you by setting you up an accounts@ email address and arrange for all your suppliers to send their invoices there, giving you more time to focus on other important aspects of your business.

BANK POSTING/RECONCILIATION

Having a fully reconciled bank account is the basic principle of reliable accounts. Matching all of your bank payments/receipts against invoices enables you to accurately track all unpaid invoices.

POSTING OF PAYROLL JOURNALS

Posting of payroll journals will ensure payroll costs are included in management accounts to facilitate reconciling PAYE, pension and net pay balances.

CREDIT CARD POSTING/RECONCILIATION

Tracking business expenses made by credit card can often be overlooked. We can take care of your credit card posting/reconciliation to ensure that purchases made via credit card are fully tracked and not omitted from your accounts.

POSTING PREPAYMENTS AND ACCRUALS

Need more than cash reporting? We can adjust your accounts for differences between the time of invoicing and the time a service is supplied. This service provides a true account of income and expenditure within each month.

CORPORATION TAX ESTIMATES

Ensure your balance sheet recognises the tax on profits by adding this service to your package and always know your true balance sheet position and the amount you need to set aside for tax.

MAINTAINING A FIXED ASSET REGISTER

Save time and money at the end of the year by keeping a track of and depreciating your fixed assets.

FOREIGN CURRENCY ACCOUNTING

This service enables you to view outstanding liabilities by currency and also track foreign exchange costs.

DEPARTMENTAL/COST CENTRE REPORTING

Complex businesses may need to track income and expenses by department/cost centre as well as classification.

USE OF OUR OFFICE/PO BOX AS YOUR COMPANY ADDRESS

Add that extra spot of professionalism to your business by avoiding listing a home address at Companies House and use our PO Box address so invoices can be sent directly to us, saving you even more time.

CUSTOM CHART OF ACCOUNTS

Complex businesses may need to track income and expenses using their own classifications. This custom chart of accounts facilitates greater understanding and tracking by using categories relevant to your business.

QUARTERLY REVIEW OF OUTSTANDING RECEIVABLES/PAYABLES

To ensure reported balances are accurate and to facilitate any VAT adjustments, we like to recommend a quarterly review of outstanding receivables/payables. This ensures old debts are chased as well as detecting potential duplicates or items paid by owners.

BASIC MANAGEMENT ACCOUNTS

Basic Management Accounts provide visibility of your profit and loss, balance sheets and receivables and payables, enabling business owners to make decisions knowing their exact financial position.

VAT RETURNS

We will prepare and submit your VAT returns, ensuring you are always aware of your VAT liabilities. We don't just file a bunch of numbers though, we take a five-step approach to VAT returns making sure you never miss a deadline.

FULLY RECONCILED YEAR END PACK FOR YOUR ACCOUNTANT

Having fully reconciled accounts with schedules your accountant can use, minimises end of year accountancy time.

THE BEST
SMALL
BUSINESS
ACCOUNTING
SOFTWARE
ON THE
MARKET.



Shared access with real time data so you can run your business from anywhere while we do the work for you.

Xero is integrated with over 500 Apps so we can customise the software to fit your business.

BOOKKEEPING +

PREPARATION OF AN ANNUAL BUDGET

Portt & Co can also help you set a target for the year ahead. Reporting against budget in your management accounts adds context to your performance/expenditure; it also helps identify under-performing areas of your business which is crucial for business growth.

CREDIT CONTROL

Including customer credit reports

SUPPLIER & PAYROLL PAYMENTS

We like to make things simple and easy for you so when it comes to supplier & payroll payments, all you need to do to save yourself time is login to approve all payments. We do everything else for you.

STOCK SYSTEM RECONCILIATIONS

If your business buys and sells goods, we can reconcile stock balances to your accounting records with this service as it helps us identify losses or errors in accounts.

EPOS SYSTEM RECONCILIATIONS

If your business uses an EPOS system, we can reconcile daily takings to your accounting records which means that any cash losses or errors in accounts will be identified.

EXPENSE MONITORING/ADVICE

We are always here to offer you the best advice and work together on monitoring your expenses. We'll even introduce you to our supplier network.

VIDEO CALL/PRESENTATION WITH A QUALIFIED ACCOUNTANT

Let's discuss your finances over a video call review meeting with a qualified accountant.

FACE TO FACE PRESENTATION WITH A QUALIFIED ACCOUNTANT

Let's discuss your finances in person with a qualified accountant.

BESPOKE MONTHLY MANAGEMENT ACCOUNTS

Bespoke management accounts ensure that your business gets the information it needs to monitor performance and make important decisions.

CASH-FLOW REPORTING/FORECASTING

We can help you take control and make provisions for future financing/expenditure.

COMPANY SECRETARIAL

We prepare all the paperwork for you so you have the peace of mind that all dividends/changes are valid and compliant with legislation.

INVOICE FINANCE RECONCILIATIONS

Ensuring your accounts agree to your providers records.

WHAT OUR CUSTOMERS SAY

Portt & Co

“

Portt & Co are very efficient, extremely helpful and have taken all the hassle out of what could be a very time consuming job for us, we therefore feel this is excellent value for money. Any queries are always answered promptly and to date everything has run very efficiently. SWMAS Ltd would not hesitate to recommend their services to other companies.

JOE TILLEY

South West Manufacturing Advisory Service

“

Portt & Co have supported our charity with a very effective and efficient accounting and payroll service, which has saved us time and money. The replacement of our legacy accounting software with Xero has been a revelation, allowing us much easier and faster access to our financial information. I could not be more happier that we made the switch to Portt & Co.

PAUL RAYMOND

Bibic

“

Portt & Co have been very communicative ensuring the transition from our last accountant was as seamless as possible. They have also spent considerable time without charge in looking at our current accounting and payroll processes and have done a great job in modernising this side of our business.

RICHARD STIDARD

Change Recruitment Services

“

Eloquent Technologies is a cutting edge IT company, when we selected an outsourced bookkeeping provider it was crucial that they could understand our business and share our innovative ethos. Portt & Co were able to deliver on both of these aspects.

DAVE FORD

Eloquent Technologies

EXPERTS
WHO CAN HELP YOUR BUSINESS

Portt
& Co

PAYROLL

Keep payroll simple and secure by outsourcing to the specialists.

Tailored to your business needs, we remove the hassle, stress and long hours from payroll.

We work with you to design systems to collect your payroll information and then actively manage the process.

We understand that payroll is crucial to your business.

Every aspect of your payroll taken care of to ensure your staff are paid accurately and on time.

- **REPORTING**
- **AUTO-ENROLMENT**
- **PENSIONS**
- **P45'S/P60'S**
- **FULLY MANAGED PAYROLL**
- **PAYSLIPS/E-PAYSLIPS**
- **HMRC SUBMISSIONS**
- **REAL TIME INFORMATION (RTI)**
- **GDPR COMPLIANCE**

“

COMPLEXITY IS YOUR ENEMY. ANY FOOL CAN MAKE SOMETHING COMPLICATED. IT IS HARD TO MAKE SOMETHING SIMPLE.

RICHARD BRANSON

CALCULATING AND PRODUCING PAYSLIPS

HMRC legislation stipulates that all workers (including part-time and casual) must be paid through payroll. Our expert payroll team are here to help you and we have a comprehensive range of payroll services which can be tailored to your needs.

Under the Real Time Information (RTI) legislation, details of payments and deductions for all workers must be submitted to HMRC via a Full Payment Summary on or before each pay day. We take the stress away while producing payslips that break-down all the necessary information so your employees can understand their pay.

PROVIDING A P32 REPORT AT THE END OF EACH PAYE MONTH

Meeting all HMRC deadlines, we detail your liability due to HM Revenue and Customs; instructing you of how much is due and when the payment should be made.

ADMINISTRATION OF AUTO ENROLMENT WORKPLACE PENSION

This is a complex area that we have expertise in. The Pensions Regulator impose strict penalties for non-compliance. We take care of all assessments, calculations, submissions and email correspondence.

P45'S

A P45 is a legal document which must be provided to all employee's that leave your employment. Details of leavers must be submitted to HMRC via a Full Payment Submission in line with Real Time Information legislation. We can produce a P45 for each employee who leaves your employment and submit all the relevant information to HMRC.

END OF YEAR AND P60'S

Let us help ease that end of year pressure. E-P60's can be provided to all employees via an individual secure log in.

We will ensure that all tax codes are updated accordingly for the new tax year and that the end of year submissions are made to HMRC in good time to meet your filing deadlines.

SPREADSHEET TEMPLATES FOR SUBMISSION OF YOUR PAYROLL DATA

Allowing us to produce a template for you means that the data you submit to us will be in the format required for us to process your payroll accurately and efficiently, saving even more time. We aim to keep this as simple as possible for you. The templates also enable us to undertake validations and quality control checks.

GDPR COMPLIANCE

We recognise that as a payroll provider, we hold sensitive individual information. We will ensure that your data security, transfer and retention policies are compliant with the General Data Protection Regulations.

PAYROLL +

MAKING GROSS PAYMENT CALCULATIONS ON YOUR BEHALF

We can make calculations on your behalf such as prorated pay and holiday pay. We have the expertise required to make these calculations and are happy to spend some time with the person that is responsible for submitting your payroll information to us, teaching them how to make these calculations so that they can be done in-house in the future.

BESPOKE PAYROLL REPORT PACKAGES

We understand that every business is unique, so we tailor everything to suit your requirements, no matter how simple or complex. As the experts, we are here to provide the optimum service for you and guide you wherever necessary.

KEEPING A RECORD OF HOLIDAY ENTITLEMENT

Holiday entitlement can be a complex issue. We always advise employers to speak to either their own Human Resources department/support or run any queries by an employment law specialist such as ACAS. Once you have agreed your employee's contracted holiday entitlement we can keep a record of what has been accrued and taken.

P11D'S

If you provide benefits to your employees - cars, private medical insurance, gym membership, etc - we will prepare and file the annual P11D form to HMRC.

CONSTRUCTION INDUSTRY SCHEME

Under the Construction Industry Scheme, contractors must deduct CIS tax from sub-contractors and submit a monthly return to HMRC. The tax deducted is paid to HMRC along with their PAYE liability (if they operate payroll too). Our CIS, payroll and bookkeeping software is fully integrated so if you run all of those through us, you can be sure of a very reliable and efficient service.

BANKING IMPORT FILE

If we aren't making payments on your behalf then we can supply an input file for most internet banking platforms.

NOMINAL JOURNAL IMPORT FILE

If we aren't doing your bookkeeping then we can supply you with a payroll journal file in the format of your accounts software for you to import.

END OF YEAR ACCOUNTS

VERY SMALL COMPANY STATUTORY ACCOUNTS & TAX RETURNS

Portt & Co will make sure that your business is compliant and that any legal requirements such as company statutory accounts and Tax Returns are met.

DIRECTOR/OWNER TAX RETURNS

Ensure compliance with requirements for small and simple director affairs. Director/Owner tax returns are a legal requirement that we can take care of for you.

LET US GUIDE
YOU ON
PROFITABILITY
& CASH FLOW.

FINANCE DEPARTMENT

ARE YOU LOOKING TO OUTSOURCE YOUR ENTIRE FINANCE DEPARTMENT?

Portt & Co help businesses from all over the UK do just that.

Swift and reliable processes and financials from a firm of chartered certified accountants who can take the lead for you.

We pride ourselves on our friendly, personal and professional service.

- **BESPOKE MANAGEMENT ACCOUNTS**
- **FORECASTS**
- **OUTGOING PAYMENTS VIA BACS**
- **INBOX MANAGEMENT**
- **CREDIT CONTROL**

MATT PORTT

Matt qualified as an accountant with a large regional firm before moving into industry, specialising in process improvement and analysing profitability in food manufacturing operations with turnovers up to £200m.

Having been responsible for a weekly payroll with 1,200 employees, Matt made the move back to practice with another large regional firm, assuming responsibility for their 500 payroll clients before forming an outsourced finance and cloud accounting service offering.



ANDA

Senior Management Accountant

Anda is currently studying for her ACCA qualification having previously obtained a masters degree in internal audit from the University of Transylvania. She is accustomed to dealing with complex businesses.

Outside of work she enjoys martial arts, so we usually do what she says!



KARL

AAT Apprentice

Karl is currently studying for his AAT qualification and is the reigning crazy golf champion. Karl looks after a combination of bookkeeping and payroll clients.

Who says men can't multi task?



SANDRA

Managing Director

Sandra joined us having worked for a large regional firm for over 30 years, the latter of those working closely with Matt, which makes her particularly skilled at understanding challenging business owners. Sandra is our Managing Director and as such looks after our internal operations.



KATY

Head of Payroll

Katy is responsible for the day to day operation of our payroll function. With over 15 years' experience gained in local accountancy firms, Katy is very knowledgeable in her field and is adept in auto-enrolment.



CASEY

AAT Apprentice

Casey is currently studying for her AAT qualification and looks after our smaller payroll clients as well as supporting the bookkeeping team.

Casey worked in a local hotel for several years whilst at college being promoted to supervisor, which probably makes her the politest member of our team.



TOMMY

AAT Apprentice

Tommy is in his final year studying for his AAT qualification and is also our resident IT specialist.

Our innovative online forms have all been designed by Tommy.



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