



EAM.

Services Document

Year-end Accounts / Tax / VAT / Payroll/Personnel
/ Company Secretarial and Registered Office service
/ And the rest.



Year-end Accounts.

We ensure compliant and accurate:

- Annual limited company accounts
- Sole-trader accounts



Tax.

We provide thought through and planned:

- Self-assessment Tax Returns and computations
- Corporation Tax Returns and computations
- Tax planning
- Dealing with HMRC investigations and enquiries
- Overseas tax and returns





VAT.

We can assist in:

- Maintenance of basic VAT records
- VAT planning
- Review of VAT systems prior to a compliance visit from HM Revenue and Customs
- VAT Registration

Payroll/Personnel.

Whatever the size or complexity of the organisation, our payroll department provides:

- Payroll and tax calculations
- Preparation of forms P45 and P46
- All year-end forms completed - P35, P60, and P14's
- Making payments of wages and PAYE/NI payments
- Advise and manage SMP, SPP, holiday, absence records and pension records



Company Secretarial and Registered Office service.

We provide efficient company secretarial services, including:

- Company Formations
- Preparation and filing of Statutory Returns
- Preparation of all documentation relating to minutes and resolutions
- Maintenance of statutory books

And the rest.

- Bookkeeping
- Management accounts and monthly board pack including budgets, forecasts and variance analysis
- Corporate structuring and company formation
- Forms P11D and P11D(b)
- Financial controller and financial director services attending and chairing board meetings if necessary
- Business plans
- Complete payroll/personnel packages
- Company secretarial
- Setting up accounting systems and tools
- Bookkeeping/accountancy software training
- Problem solving
- Specialist advice



Are you acting, playing sport or working for a creative industry, maybe even working at an artist agency or thinking of producing a film.

We help individuals and companies in media and sport with their accounts and taxation every day. Some of our clients are already household names - others are just starting out. We think they all benefit from our experience and detailed knowledge of the industry.

EAM.

1st Floor, 55-59 Shaftesbury Avenue,
London. W1D 6LD

t: +44 (0)20 7036 2500
e. contact@eam.co.uk

www.eam.co.uk

