

EAM.



The Detail Brochure



Outsourcing More:

- Companies/agencies using Agentfile. It's a bespoke package that we know well. This gives us a head-start when it comes to managing any part of your accounting requirements.
- Could your accounts department and accounting services be organised differently?

EAM. SERVICES:

Year-end Accounts

- Annual limited company accounts
- Sole-trader accounts

Tax

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

VAT

- 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

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

Why:

- Other agencies are now outsourcing part or their entire accounts department to us. We are well versed in the use of Agentfile and complement this package with accounts software to provide an accounts department that operates in perfect harmony with your company. This can be done entirely in-house or remotely.
- Ensuring client monies are recorded swiftly and paid out instantly is an integral part of your business. Knowing this is in safe hands lets you get on with managing your clients.
- It takes the hassle out of managing the accounts function and removes the cost out of recruiting and employing extra staff.
- Our industry knowledge and experience means we have encountered all the queries your accounts department is likely to face enabling us to look after the function smoothly and efficiently.
- We partner with HR, IT, Legal and benefits experts to give you access to services you need but often do need in-house. Marrying them together brings huge savings and adds another dimension to outsourcing.

EAM. SERVICES:

Company Secretarial and Registered Office service

- 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



How:

- Tailored setup - Completely flexible service tailored to the client's requirements. We can provide a comprehensive outsourced accounts service or parts thereof. All key areas can be covered from Agentfile management and client account management, thus ensuring all clients are paid as quickly as you require. We can also take care of the payroll, bookkeeping, managing the accounts function, preparation of management and statutory accounts through to FD services. Unique Value We offer a market-leading media accounts and taxation service with proven expertise at competitive fee rates. We place a value on the overall impact on profitability of being able to extend the "reach" of our team's activities across the ever-expanding media sector.



- Industry Knowledge and Experience Over the last ten years our team members have acted for clients in a wide range of media businesses and in various different capacities (film and TV production, advertising services, music, brand and design management, sports, PR, arts and galleries and publishing).

- **Technical Expertise, Thorough Administration and Bespoke Media Products**
Our practice has built its reputation on its industry-specific knowledge, the technical accounting, tax and administrative skills of its accountants. Our tax and accounting products and schemes have been implemented time and again.
- **Personal and Efficient Service** Our close-knit team will provide you with a uniquely personal tax and accounting service, accessible to you at all times and in a manner that suits your requirements. We tailor our advice to clients' particular circumstances, treating speed and efficiency of service as the cornerstones of Entertainment Accounts Management' offering. We pride ourselves on being proactive and injecting a new energy into the world of accounting.



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