

Newsletter

Welcome

This newsletter is brought to you by Pauline Wilkes of Fitzpatrick Wilkes & Co and Colin J Smith of CJS Accounting Services. Our aim is to provide you with some important information from our two areas of expertise, namely HR and employment law, and accounting. We hope you find the content useful.



Are your bookkeeping and accounts getting you down?

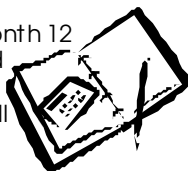
PAYE / NI End of Year P35

As the Tax year end has now just passed, anybody with employees will be all too aware of the P35 they have been sent. You need to make sure that the completed P35 together with associated P14's and other forms as necessary are submitted NOT LATER THAN 19 MAY 2008.

Strict penalties are in place by HMRC to make sure this deadline is kept. For every month you are late the Revenue will hit you with £100!

Notable dates relating to P35 are:

- 19 April - Final payment for PAYE/NI for month 12
- 19 May - Final submission date for P35 and associated forms
- 31 May - P60's need to be distributed to all employees not later than this.



CJS Accounting Services offers payroll bureau services, and an on-line submission option. Should you take the on-line submission option and file on time, you will receive a refund from HMRC of £100 later in the year!

Regards, Colin J Smith

Workers from Abroad

£10,000 fine for taking on just one illegal worker

Certain documents, including a Driving licence, permanent NI number, an abbreviated Birth Certificate which does not have details of at least one of the holders parents, or a CIS Certificate will not provide you with an excuse! Do YOU have the proper process?

Also any company wishing to take on an individual on a work permit or apply for an extension for an individual to their existing work permit, must be licensed as a Sponsor. Are you applying for a licence??

Corporate Manslaughter

The offence looks at the way in which an organisation's activities were managed or organized so will look at management systems and practices, and whether an adequate standard of care was applied to the fatal activity. A substantial part of the failing must have occurred at a senior manager level. They will also consider wider cultural issues within the organization, such as attitudes or practices that tolerated health & Safety breaches. Can YOUR business stand the scrutiny?

Information & Consultation

More than 50 employees and still no workforce agreement in place? Then perhaps the £75,000 penalty won't affect YOUR cashflow. If it might, then consider giving us a call to get it sorted.

Sex Discrimination & Harassment

An employer now has a responsibility to seek to protect an employee from persistent third party harassment – which could mean Suppliers.

Directors' Duties

There is a new law which sets out Directors' duties to the company. They are now under a duty to:

- Act within their powers
- Promote the success of the company
- Exercise independent judgement, reasonable care, skill and diligence
- Avoid conflicts of interest
- Not accept benefits from third parties
- Declare interests in proposed transactions.

Under the duty to promote the success of the company, directors must have regard to:

- The consequences of a decision
- Acting fairly as between shareholders
- The interests of company employees
- Reputation for high standards of business conduct
- The impact of operations on community & environment
- Fostering business relationships.

Newsletter

The Future...

...Minimum Wage Increase

As of 1 October 2008, the adult rate will rise from £5.52 to £5.73, and the rate for 18-21 year olds will increase from £4.60 to £4.77.

Do you pay under the National Minimum Wage? From October, the Government is thinking of introducing unlimited fines for those they catch out.

Could this be YOU?

...Extended Rights for Women on Additional Maternity Leave

From October 2008, women on Additional Maternity Leave gain extended rights in that they will enjoy benefits such as a company car or laptop for the full 52 weeks of their Maternity Leave because deprivation of the benefit will amount to sexual discrimination.



Fitzpatrick Wilkes & Co

Fitzpatrick Wilkes & Co specialise in helping smaller companies who have limited Human Resources in establishing processes which will protect you from employment problems. By helping you to implement them properly, by advising you, and keeping you updated with the many legal requirements surrounding employment, we can help protect your company, and your profits.

Do you have the correct documents and procedures in place?

Do you have a recruitment process for interviewing candidates?

Do your employees have a Contract of Employment?

Do you have a Staff Handbook?

We can provide you with these and more.

If you would be interested in finding out if you have any gaps in your processes, please contact us to arrange for a FREE HRAudit.

Tax Return Deadline Changes

The deadline for the self assessment 2007-08 Tax Returns remains at 31 January 2009. However it should be noted that this will only now apply to online submissions. All other Tax Returns must be submitted by 31 October 2008 AND only on HMRC issued Returns. Computer generated paper Returns are no longer acceptable.

It is **STRONGLY ADVISED** that to guarantee avoiding penalties, all information relevant to 2007-08 Returns is sent to CJS Accounting Services **NOT LATER THAN** the following dates:

- Paper submissions: records to CJS by 1 September '08
- Online submissions: records to CJS by 1 December '08

Referrals

Due to numerous contacts via networking events, I find myself offering referrals in all sorts of areas. Whether banks, builders, IT support and many more, having other peoples' business cards and leaflets is proving a bonus to my own business. I have recently learnt a good lesson, that getting out of the office and meeting as many people as possible, has definitely increased my contacts; opportunities and ultimately my turnover and profit! CJS

CJS Accounting Services

Does your business need to save time or tax? Would it be beneficial to increase its profits? If you can answer yes to any of these points then you may find a benefit with CJS Accounting Services.

- Fees too high
- Your accountant is too far away for practicality
- You can never get hold of the person you want to speak to at your accountants?

CJS Accounting Services is situated at Haynes (south of Bedford) and at Britania House in Luton. It serves Bedfordshire and surrounding areas for all your accounting and bookkeeping requirements, and has been trading since 1992.

CJS Accounting Services provides:

- Bookkeeping (manual, computerised or Sage)
- Wages and PAYE (manual, or Sage)
- Accounts
- Sole Traders
- Partnerships
- Limited Companies
- Corporation Tax
- Personal Taxation
- Self-Assessment Tax Returns
- VAT Returns
- Business Start Ups
- Many other financial matters.

For a personal referral please contact Pauline Wilkes.