

# 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.

## Minimum Wage

As of 1 October, the national minimum wage for workers aged 22 and over has increased from £5.35 to £5.52 per hour. For workers aged between 18-21 years old, the increase is from £4.45 to £4.60.

## Holiday Pay

The minimum annual holiday entitlement has also increased to 4.8 weeks. On the 1 April 2009, this increases to 5.6 weeks, intended to reflect 20 days plus 8 days bank holiday.

## Tax Returns 2006-07

**If you wish for CJS Accounting Services to make your tax and class 4 NIC calculation and submit the figure on the Return (in box 18.3), then the final date for submission is 31 January 2008.**

Strict penalties are in place, should you not meet these dates. If you have not already done so, please send your Tax Return to me with all urgency.

In addition, I also require the following in order to complete your Return:

- Accounts information relevant for the year
- Any information regarding interest earned or pension details that you would normally supply
- Any other information you would need to supply for your Return, as required.

**If the information required to complete the Tax Return is not with me by 1 December 2007, I cannot guarantee that it will be completed prior to the 31 January 2008 deadline.**

Regards, Colin J Smith

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

For a personal referral please contact Pauline Wilkes.

## 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 advising you, providing you with key documents, and aiding implementation, 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 already have a Staff Handbook, please ensure your policies reflect the changes this year in employment law regarding age, smoking and maternity leave.