

Insight

Newsletter Issue 1

The Story behind Insight...

Insight is the product of two long established businesses, **CJS Accounting Services** and **Fitzpatrick Wilkes & Co.**

Business owners Colin Smith (**CJS**) and Pauline Wilkes (**Fitzpatrick Wilkes**) have known each other for some years now and during that time have firmly established the link between Accountancy and HR. The experience they have obtained within their fields of expertise has enabled them to forge good business links as associates and a mutual understanding of the importance of good working relationships with their clients.

CJS Accounting Services was established in 1992. The proprietor, Colin Smith prides himself on his 'keen to help, easy to approach' ethos and offers a range of professional accounting services and support to suit all businesses and budgets. He recognises the importance of helping small new businesses as well as the requirements of large established too, and will always offer as much help and assistance as possible.

Fitzpatrick Wilkes & Co. commenced trading just two years later, in 1994. Pauline and her team thrive on "Creative HR". Providing solutions with Fitzpatrick Wilkes do not come "boxed – one size fits all", but are tailored, through years of creative thinking and legal experience, to your business. We might advise that you

cannot achieve your objectives in your chosen way, but we will always seek an alternative, and legally safe route to accomplish the same result.

We aim to publish **Insight** at regular intervals, to keep you informed of any relevant dates for your diary; changes in the Law; and developments within the businesses.

If you have any suggestions about how the newsletter is produced or could be improved, we would welcome your comments:-

Email [hello@keentohelp.co.uk/](mailto:hello@keentohelp.co.uk)

Tel: 01582 432227 or

info@fitzpatrick-wilkes.co.uk

Tel: 01767 692473

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Pauline Wilkes (Fitzpatrick Wilkes) & Colin Smith (CJS)

Redundancies Should Be The Last Resort

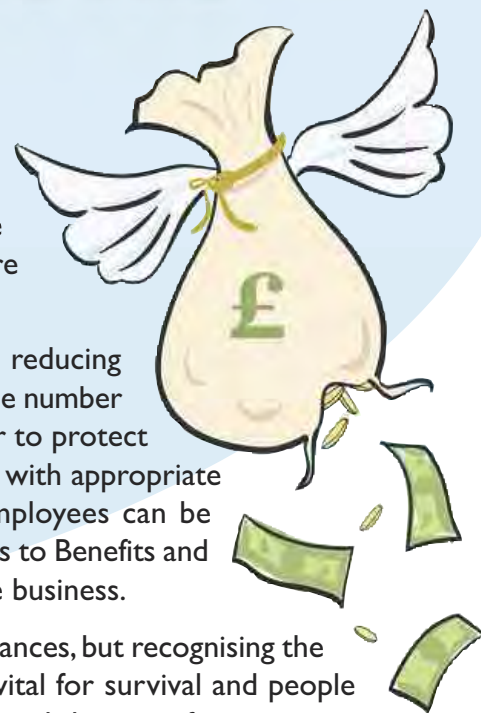
When a Company has invested £,000s on recruiting and training an individual employee, it should seriously consider whether Redundancy is the appropriate action to take when times are difficult. If a Company was an individual, that individual would think twice before throwing £15,000 or more of assets down the drain – so why should a company be different? People are your ASSETS, and making people Redundant is doing just that.

By being creative, there are many alternatives that can be considered, from reducing benefits such as company pension contributions, to re-financing or reducing the number of company cars, and employees are often prepared to compromise in order to protect their employment. Contract variation is possible with care, and if necessary, with appropriate guidance. Equally, there are ways in which, again with proper process, employees can be temporarily laid off, which if done in the appropriate way, may give them access to Benefits and if managed strategically, can help to retain the skills that you need within the business.

Companies may have to refocus their business to deal with changing circumstances, but recognising the problems early and seeking solutions, rather than deal with it as a crisis is vital for survival and people retention. Re-training to cope with the new demands can be advantageous, and there is often government financial support available. “Better the person you know, than the devil you don’t”.

If there is no alternative to Redundancy, then following the proper and appropriate process is vital to avoid a potentially very costly Tribunal Claim.

REMEMBER, your PEOPLE are your ASSETS.



Introducing Kerry Hunn

We are pleased to announce that Kerry Hunn has decided to join Fitzpatrick Wilkes & Co. Kerry brings with him extensive experience in both the public and private sector, specialising in the areas of Performance and Leadership, Team Building, and Investors in People. With wide sector experience, spanning the National Health Service, Insurance, and Construction industries, amongst numerous others, Kerry will bring to Fitzpatrick Wilkes & Co., a stronger ability to help nurture your employees, and develop their skills. For further information about Kerry, please log on to our website www.Fitzpatrick-Wilkes.co.uk and look at his profile.



WHAT'S NEW

HM Revenue and Customs have published a consultation document called 'False Self-employment in Construction'. It proposes deeming workers within the construction industry to be in receipt of employment income for tax and NICs purposes unless at least one of the following criteria are met:

- provision of plant and equipment – that a person provides the plant and equipment required for the job they have been engaged to carry out. This will exclude the tools of the trade which it is normal and traditional in the industry for individuals to provide for themselves to do their job;
- provision of all materials – that a person provides all materials required to complete a job; or
- provision of other workers – that a person provides other workers to carry out operations under the contract and is responsible for paying them.

Although the proposed new rules will not change the individual's employment status for employment law purposes, the impact of paying PAYE and NICs at an employed level may increase the likelihood of workers taking cases to the tribunal, as they have less incentive to accept self-employed status.

Business Growth In A Recession

There are many things all businesses can do to optimise their current clients and also to expand and gain new business.

Upselling

The classic upselling line is "Do you want chips with that?" from our well-known high street fast food suppliers.

Can you upsell to your existing clients?

Loyalty schemes

Long-standing and valued customers can be rewarded via discounts, vouchers, freebies etc

Regular Contact

It is very important to maintain communication with your clients. Newsletters, emails, telephone calls and meetings will maintain the important contact that will keep your client happy.

New Business Leads

Every business will lose clients for one reason or another. The most important thing is not only to replace the losses but also to generate new business.

- Cold Calling
- Networking
- Electronic Marketing
- Mail shots

Referrals and Recommendations

Encourage the people around you to refer your business in exchange for you referring theirs. "You scratch my back and I will scratch yours".

Phoenix From Recession

Out of the flames of recession comes opportunity....

Like a phoenix from the flames, CJS Accounting Services was born out of the recession in the early 90's.

With so many redundancies in our current economic difficulties, one of the options open to those made redundant is the possibility of starting their own business. This can be an exciting and both daunting time but with help from expert people surrounding their new business there is no reason why a new start-up should become one of the 2 out of 3 failure statistic.

CJS Accounting Services is more than just an accountancy firm. With all the business contacts and clients, CJS now has options to personally recommend many different services and professions.

Banks, Human Resources, Business Coaches, Stationers, Furniture Supplies, Utility providers, Solicitors, Web Designers as well as many other contacts are referred for FREE by CJS. There is little we cannot help with!!

The difference between success and failure is the people you know. As the saying goes "Its not what you know, it's who you know".

VAT

The current rate of 15% will revert back to the standard rate of 17.5% as of
1st January 2010.

TAX RETURN DEADLINES

The deadline for the self assessment 2008/09 Tax Returns remains at 31st January 2010. However it should be noted that this will only now apply to online submissions. All other Tax Returns must be submitted by 31st October 2009 AND only HMRC issued Returns. Computer generated paper returns are no longer acceptable.

It is **STRONGLY ADVISED** that to guarantee avoiding penalties, all information relevant to 2008/09 Returns, is sent to CJS Accounting Services **NOT LATER THAN** the following dates:

Paper Submissions: records to CJS by 1st September 2009

Online Submissions: records to CJS by 1st December 2009

Employee in the spotlight

Each issue one employee will be in the 'spotlight' so you can get to know us all a little more.

Lisa Barford (CJS) - Bookkeeping and Accounts

Lisa has worked for CJS for just over a year and is a great asset to the team. She is CJS's bookkeeping specialist with over 16 years experience. Lisa is friendly, bubbly, very conscientious and a hard worker and has developed good working relationships with clients, as well as the staff within CJS Accounting Services. Lisa is married and has 2 children. Her hobbies are reading, going to the gym and spending time with family and friends.

- Favourite TV programme: The Street
- Favourite Film: Shawshank Redemption
- Favourite Colour: Yellow
- Favourite Food: Italian
- Favourite Hollywood Actor: Robert Downey Jr
- Proudest Moment: Having my two sons
- Most embarrassing moment: Too many to mention!!



FREE CHECK!

Fitzpatrick Wilkes & Co, offer a FREE without obligation HEALTH CHECK on your HR Processes, Practices, and Procedures. For further information, either contact us via our website, www.Fitzpatrick-wilkes.co.uk or e-mail us with your contact details on info@fitzpatrick-wilkes.co.uk to arrange a mutually convenient appointment.

How good are your bookkeeping and accounts records? Do you struggle to find the time to complete these on a regular basis? Why not try CJS Accounting Services? We offer a FREE No Obligation review of all your internal account systems, bookkeeping records and accounting procedures. For more information Tel: 01582 432227 or email us: hello@keentohelp.co.uk

Fitzpatrick Wilkes & Co.

The Old Forge Cottages,
The Green, Beeston, Nr Sandy
Bedfordshire SG19 1PF

Tel: 01767 692 473

Email: info@Fitzpatrick-Wilkes.co.uk
www.Fitzpatrick-Wilkes.co.uk

C.J.S Accounting Services.

Suite 1D Britannia House
Leagrave Road, Luton
Bedfordshire LU3 1RJ

Tel/Fax: 01582 432 227

Email: hello@keentohelp.co.uk
www.keentohelp.co.uk