

# Client Information Factsheets Index

## Starting Up in Business

1. Starting Up in Business
2. Could I Really make a Go of it?
3. Business Structure – Which should I use?
4. Business Plan
5. Raising Finance
6. Sources of Finance
7. Insuring Your Business

## General Business

8. Directors' Responsibilities
9. Preparing for your Accountant
10. Company Secretarial Duties
11. Grants
12. Valuing Your Business

## Corporate and Business Tax

13. IR35 Personal Service Companies
14. Corporation Tax Self Assessment
15. Corporation Tax – Quarterly Instalment Payments
16. Companies – Tax Saving Opportunities
17. Incorporation
18. Franchising
19. Construction Industry Scheme
20. Capital Allowances

## VAT

21. VAT
22. VAT Annual Accounting Scheme
23. VAT – Cash Accounting
24. VAT Flat Rate Scheme
25. VAT – Bad Debt Relief

## Employment Issues (Tax)

26. Travel and Subsistence for Directors and Employees
27. Employment Benefits
28. Employer Provided Cars
29. National Insurance
30. Share Ownership for Employees – EMI
31. Payroll – Basic Procedures

## Employment and Related Matters

32. National Minimum Wage
33. Statutory Sick Pay, Statutory Maternity and Statutory Paternity Pay

34. Dismissal Procedures
35. Recruitment Procedures
36. Redundancy Procedures
37. Managing Absence
38. Health and Safety
39. Legal Working in the UK
40. Age Discrimination
41. Annual Leave

## Personal Tax

42. Taxation of the Family
43. Charitable Giving
44. Child Tax Credit
45. Enterprise Investment Scheme
46. Venture Capital Trusts
47. Property Investment – Tax Aspects
48. Individual Savings Accounts
49. Buy to Let Properties
50. Personal Tax – Self Assessment

## Capital Taxes

51. Trusts
52. Capital Gains Tax
53. Inheritance Tax
54. Stamp Duty Land Tax
55. Capital Gains Tax and the Family Home
56. Pre Owned Assets

## Pensions

57. Personal and Stakeholder Pensions
58. Occupational Pension Schemes: Trustees' Responsibilities

## ICT

59. IT and Internet terminology – The Jargon De-Mystified
60. Internet and Email Access – an acceptable use policy statement for employees
61. Accounting Packages – Choosing the Right One
62. Data Security

## Specialist Areas

63. Charities: Trustees' Responsibilities
64. Money Laundering and the Proceeds of Crime
65. High Value Dealers
66. Limited Liability Partnerships
67. Community Amateur Sports Clubs