**Payroll and Community Accountancy Service**

Sefton CVS has a proven track record of delivering payroll and community accountancy services. We have been delivering payroll support since 1995 and our Community Accountancy Service operates as part of the Greater Merseyside Community Accountancy Service. Currently 21 organisations use the payroll service with 72 organisations using the Community Accountancy Service.

Steve Hughes, our community accountant has over 10 years experience of charity accounts and charity finance, including six years as audit senior for a local firm of accountants, where he led the audits of a number of local charities. He is also treasurer to a number of charities and so understands the needs and pressures facing treasurers and trustees.

Nicky Pugh, our Community Accountancy Technician has worked for Sefton CVS for the last three years and has completed the AAT qualification.

Our Services include:

## Payroll

Sefton CVS has over a decade’s expertise in providing a professional, confidential and efficient payroll bureau service that complies with all UK payroll legislation. Our fully managed service ensures your employees are always paid accurately and on time.

## Bookkeeping

Sefton CVS is able to offer bookkeeping support in a number of ways.

If your organisation's bookkeeper has left and you need help in keeping your accounting records up to date whilst you seek a replacement, we offer a temporary 'in-fill' bookkeeping service.

Or, if your accounting records have fallen behind or you are having difficulties getting things in order, we offer a remedial bookkeeping service to help get you back on track as quickly as possible

We can advise and help you to set up bookkeeping systems (manual or computerised) that are appropriate to your organisation. We promise to keep the solution as simple as possible taking into account the size and complexity of your organisation.

We can provide 1 to 1 training for your treasurer or bookkeeper to enable them to maintain the books, and to provide timely and useful information to the trustees or management committee.

We can also undertake your bookkeeping for you, either at your premises or in our offices.

## Annual Accounts

Sefton CVS produces professional annual accounts in the required regulatory format and undertakes independent examinations for organisations with an income up to £500,000. We follow this up with recommendations for improvements and an offer of support to implement them.

For bigger organisations we can assist with getting your accounts into shape for audit to save you money and time.

**Budgets & Forecasts**

We can assist you in preparing your annual budgets and forecasts.

**VAT**

We can answer many VAT questions, such as Do I need to Register for VAT? When do I need to register for VAT? How do I complete my VAT Return? How much will I have to pay?

**Gift Aid**

Sefton CVS can provide advice and support to organisations in claiming Gift Aid from HM Revenue & Customs.

**Training**

We can provide training to staff and trustees either on a one to one basis or in group sessions. Please contact our Community Accountant to discuss your requirements or alternatively have a look at the Training and Development section of the website.

## Charges

Many of our services are free. We may have to charge for some of our services, although we don't seek to make a profit, so our charges are substantially lower than those of a high street accountant. However, do not be put off by this, if you need our help then please get in touch.

For more information contact:

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Nicky Pugh, Community Accountant Technician
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