



RmD

Accountancy Solutions Ltd

Book Keeping Solutions

PRACTICAL

PRO-ACTIVE

FLEXIBLE



RMD Accountancy Solutions Ltd provides a book keeping service which can be delivered on-site or from our offices. We provide the skills of experienced book-keepers to maintain your company's accounts, keeping them in excellent order throughout the year in preparation for the year end accounts to be drafted.

If you run an established business, we can benefit you by reducing costs through efficient working practices, maintaining your accounting records accurately and up to date, whilst ensuring your accounts are processed to approved accountancy standards and current HMRC legislation.

If you run a new business or a business in its early stages, then we can in addition help you to establish accounting procedures and filing systems – supporting you through the business start up period.

Outsourcing your book-keeping routine can instantly give time back to your organisation, enabling efforts to be focussed on selling/delivering your businesses goods/services.

The benefits of outsourcing ...

- Enables you to focus on your business sales
- Use of experienced and skilled professionals
- Efficient and accurate service
- Cost effective alternative to in-house processing
- Compliant with HMRC legislation
- Confidentiality assured

The choice is yours ...

- Whether we work on-site or off
- How you want us to work with you
- How often you would like your accounts updating
- What information you would like regularly

... entirely

This service includes ...

- Sales ledger processing
- Purchase ledger processing
- Credit control & debt recovery
- Bank reconciliation
- VAT return generation
- Control account reconciliation
- Posting of payroll
- Prepayment processing
- Accrual processing
- Depreciation processing

How the book-keeping service works in practice ...

An experienced book-keeper from RMD Accountancy Solutions is assigned to your company and either attends site to perform book-keeping duties or alternatively accounting data is forwarded to our offices for processing.

The following tasks are carried out :-

Sales Ledger Processing

- Sales invoices / credit notes are raised
- Sales receipts are allocated
- Customer statements are generated
- Late receipts are chased

Purchase Ledger Processing

- Purchase invoices / credit notes are recorded
- Purchase payments are raised
- Supplier statements are reconciled to supplier accounts

Bank Reconciliation

- Full reconciliation of all bank accounts
- Full reconciliation of all credit card accounts
- Full reconciliation of all financing facilities

VAT Returns

- Reconciliation of VAT
- Production of VAT Return
- Payments or reclaims advised

Control Account Reconciliation (where applicable)

- Full reconciliation of the PAYE control account
- Full reconciliation of the VAT control account
- Full reconciliation of the Net Pay control account

Miscellaneous Tasks

- Posting of payroll
- Posting of prepayments
- Posting of accruals
- Posting of asset depreciation

What our clients say ...

"Great service and always willing to go beyond basic requirements"

– (Ref : OTL)

"Your service is both efficient and friendly"

– (Ref : ACC)

"Excellent service – fully meets our needs"

– (Ref : RHN)

"We recommend your services regularly"

– (Ref : RTG)

Other services ...

- **Accountancy**
- **Payroll**
- **CIS Payroll**

Members of ...

The Association of Accounting Technicians
www.aat.co.uk

The Institute of Certified Book Keepers
www.book-keepers.org

To contact us ...

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Alternatively visit our website to learn more about the services we offer : **www.rmdaccountancysolutions.co.uk**