

DIVIDEND SERVICE (from 01/04/2024)

Introduction

When declaring dividends, there are legal requirements as laid out in the 'Companies Act 2006', to firstly ensure that there are sufficient profit reserves for the dividend to be declared against (otherwise the dividend is illegal), and secondly to prepare minutes and tax vouchers that adhere to formats laid down by the Act. There are also significant tax planning considerations in terms of when and how much is declared.

Our Services (1 to 4 Shareholders)

The following are our fixed fees where we are dealing with dividends for between 1 and 4 shareholders, where more than this, please see the second page of this Fact Sheet.

1. 3* - Paperwork Only Dividend Service

For the following annual **FIXED FEES** (all exclude VAT at the current rate), we will deal with all the paperwork for each dividend you declare. You simply provide us with the dividend date, and amount per share class, and then we will prepare the following paperwork on your behalf:-

- Board Meeting Minutes
- Dividend Tax Vouchers for all shareholders receiving a dividend
- The necessary journals to be posted into your bookkeeping system

	Per Divi	<i>If all prepared at same time</i>		Per Divi	<i>If all prepared at same time</i>
Annual Dividends	£65	N/A	Bi-Annual Dividends	£110	£75
Quarterly Dividends	£195	£100	Monthly Dividends	£420	£210

2. 4* - Review and Planning Dividend Service

For the following annual **FIXED FEES** (all exclude VAT at the current rate), In addition to dealing with the paperwork provided in the 3* Service, we will also provide the following services:-

- Review your Directors Loan Account to ensure you do not go 'Overdrawn', or if you are overdrawn, ensure you are kept below the relevant legal de-minimus levels, or P11D benefit in kind requirements are brought to your attention.
- Consider the timing of your dividend declarations in conjunction with your Personal Tax Planning (If we act for you in relation to your personal tax).
- Consider the timing of your dividend declarations in conjunction with your Tax Credits Planning (If we act for you in relation to your tax credits).
- Give a brief review and consideration to the estimated profitability and reserves available in the company in order to declare the dividends against.

The 3* and 4* service are offered on the basis that we accept no responsibility for whether or not the company has sufficient profit reserves to make the dividends legal.

Annual Dividends	£125	Bi-Annual Dividends	£210
Quarterly Dividends	£360	Monthly Dividends	£700

3. 5* - Management Accounts Dividend Service

For a **FIXED FEE to be advised after a review of your requirements**, in addition to dealing with the paperwork provided in the 3* Service and the analysis work provided in the 4* Service, we also provide the following services:-

- Prepare Management Accounts, the level of detail of which to be agreed with you in advance, to enable us to assess the profits and reserves of the company with a high level of accuracy to ensure no illegal dividends are declared.
- This service is particularly important where the reserves of the company are low and you are drawing all or most of the profits by way of dividend.

Note on Group Structures: Where a group and dividends are being declared from one company to another and, then to a shareholder or a further company, the above prices will be discounted for each company, please speak to us about a quotation in this scenario specific to your circumstances.

Our Services (5 to 8 shareholders)

The following are our fixed fees where we are dealing with dividends for between 5 and 8 shareholders, please note that 50% has been added to the starting bands for 1-4 shareholders on the first page.

3* - Paperwork Only Dividend Service

	Per Divi	<i>If all prepared at same time</i>		Per Divi	<i>If all prepared at same time</i>
Annual Dividends	£97.50	N/A	Bi-Annual Dividends	£165	£112.50
Quarterly Dividends	£292.50	£150	Monthly Dividends	£630	£315

4* - Review and Planning Dividend Service

Annual Dividends	£187.50	Bi-Annual Dividends	£315
Quarterly Dividends	£540	Monthly Dividends	£1,050

Our Services (9 and above shareholders)

For 9 and above shareholders, for each band of 4 shareholders above 8, we add a further 50% of the starting bands for 1-4 shareholders on the first page.

Please contact us for a quote if this applies to you.