

NEW BUSINESS START UP SERVICE

SOLE TRADERS AND PARTNERSHIPS

(from 01/04/2023)

Introduction

Starting a new business for a lot of individuals can be challenging. Not only do you have to start thinking of where the next weekly or monthly paycheck is coming from and how you are going to get new business, you also need to be thinking of the formalities of being in business for yourself and what that entails.

In order to make your business a success there are a number of key factors which you should consider.

- **Commitment** – starting a business is demanding, determination and enthusiasm are essential
- **Skills** – You will need managerial, financial, technical and marketing skills
- **Market place** – your product or service must have proven or tested market

MNA deals with business start ups on a regular basis, and all the necessary paperwork and advice will be dealt with by one of our Client Managers who are experts in this field, leaving you to concentrate on getting the business up and running.

This service is offered on a **FIXED FEE** basis to give you certainty over fees, irrespective of the variable amount of work involved in new business start ups.

Information and Advice	Fee (plus VAT)
<ul style="list-style-type: none"> • Discuss the structure of your business and which is most suitable. • Advise on how to produce correct Sales Invoices for the business, and also how to deal with VAT before you receive your VAT number from HM Revenue & Customs if applicable • Advise on bookkeeping for the business and provide an excel based bookkeeping template if required or assist you with the setup of a manual bookkeeping system. • Advise and assist you with any aspect of opening a business bank account. • Review your bookkeeping after 3 months and suggest any amendments or alterations. • Provide you with a basic cash flow and profit and loss account excel based template if required. • Advise you on what should be on all of your business promotional material, including websites and emails. • Advise you on the types of expenses that you can claim as a deduction for tax purposes. • Advise on what action to take with regards to any business vehicles. • Tax planning advice that you may like to consider in the first year of being in business. • General advice in connection with this service. 	£230

Registration	Fee (plus VAT)
• Register you as newly self employed, or if a partnership all the partners, with HM Revenue and Customs.	£55
• <i>Where applicable</i> register the business with HM Revenue & Customs for a PAYE (Payroll) scheme.	£55
• <i>Where applicable</i> register you or the business as a CIS Contractor and/or Subcontractor.	£55
• <i>Where applicable</i> register you for VAT and then subsequently also registering for online submission via a HMRC gateway account.	£95
• Consider whether registering for the Flat Rate VAT scheme would be beneficial to you.	
• Make your VAT quarter end co-terminus with your year end.	

Full Service Discounted Fee: We will deal with all of the above for a one off discounted Fixed Fee of **£345** plus VAT.