

BASE₅₂
Chartered Management Accountants

*The
Business Accountants*



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About **BASE52**

Base52 was formed in 2003.

The Founder and Managing Director, Fred McBreen, is a Chartered Management Accountant.

Fred started his career as a VAT Officer in HM Customs and Excise and spent 5 years in the Civil Service. This has given him a unique, inside view of HM Customs and Excise (HMRC) which has proved advantageous when dealing with HMRC on behalf of his clients. He also spent 16 years as a senior management accountant with Tesco Stores Plc where he was responsible for management reporting up to board level for Retail and Supply Chain.

Fred brings his 'big business' experience of financial management to his small business clients in Base52.

'We are a 'one stop shop' for all our client needs - year end accounts, monthly management accounts, business planning, raising finance and personal tax matters. This makes us different from other accountancy practices where the focus is often on historical annual accounting work.'

Base52 have a strong team of qualified, part-qualified and other support staff who are focussed on providing the highest level of service to their clients.

'We pride ourselves on doing what we say we will do and striving to exceed our clients' expectations.'



What our clients say:



“BASE52 had the flexibility to offer my business exactly the support it needed to get started. For me, they take the stress out of keeping on top of my tax and accountancy... allowing me to get on with my main business. Working with BASE52 was a good outsourcing decision!”

Ed Birkett, Director, Designing Tomorrow Ltd



“We have been fans of Base52 ever since we set up Peachy back in 2011. They provide a great mix of cost-effectiveness together with prompt service and excellent advice.”

Paul Leach, MD, Peachy Creative Limited



“'From day 1 Fred has understood our needs and what is required from him and his company. His staff have adopted the same philosophy and are all professional and approachable'.”

Andy Packenas, Director, ASP Carpentry Solutions Ltd

Services for Limited Companies

At Base52 we work hard to tailor what we do to suit our clients. Requirements can change during a company's life cycle and we can adjust our service offering to fit our customers' specific requirements at a particular time.

For start ups, we deal with company formations and registrations with HMRC (for corporation tax, VAT and PAYE)

For established companies our services range from the 'Essential' to a full outsourced solution. Essential services include annual accounts and corporation tax administration. A full outsourced solution for entrepreneurs covers the year end work as well as bookkeeping, VAT, payroll administration, management accounts, company secretarial and financial management advice.

So whether our clients are looking for essential support for an affordable budget or a more comprehensive financial management solution which allows them to focus on other elements of your business, we can help.



Services for Taxpayers and the Self Employed

We have a dedicated personal tax team who are exclusively focussed on preparing personal tax returns for our clients.

These tax returns typically fall into the following categories:

- **Employed or retired individuals whose tax affairs are relatively complex** – they may have complex share portfolios, capital gains, residence issues
- **Company directors** – their tax returns will include income from their businesses and other sources.
- **People who own one or more buy to let properties** – typically we prepare rental accounts, advise on capital gains issues and allowable expenses.
- **Self employed** – we generally prepare business accounts and business tax computations as part of our service.

Our service includes managing the tax return preparation process with clients. We make convenient arrangements to receive records in a timely manner and deal with issues arising. We seek out tax saving opportunities, review the accounts, tax computations and issues arising and file the tax returns.

Becoming a client of Base52

Whether someone is working with an accountant for the first time or changing accountants we will do our best to make getting started with Base52 as smooth as possible.

Working with an accountant for the first time...

Typically, this will apply to people who have just started in business or have decided that they need help with tax returns for the first time. We will prepare a letter of engagement which will outline the scope of work we have agreed and the terms. We will need to see proof of identity (eg passport or photo driving licence) and proof of address (eg bank statement). With our engagement documents, we will include forms so that we can deal with HMRC on behalf of our clients.

Changing accountants...

We realise that moving from an established relationship to a new firm is a difficult decision. Be assured however that the handover process is relatively straightforward. The outgoing accountants will need to be notified that Base52 will be appointed as new accountants. We will then contact them and arrange the handover of relevant records and working papers. When we have a response from your outgoing accountants we will then prepare a letter of engagement (as above)

Limited Companies – Packages available

We offer a range of packages for limited companies to suit different needs and budgets.

These are explained below:

Entrepreneur – This package will suit a busy business owner who would like strong financial management support, including monthly management accounts and forecasting. This allows business owners to focus on running and developing the businesses whilst staying in control of their finances.

Finance Manager – This includes quarterly management accounts and bi-annual meetings with Base52. We can also deal with bookkeeping, VAT and payroll administration if required. This again would suit a business owner who wants regular management reports and proactive advice.

Accountant Essentials – This covers preparation of annual accounts and corporation tax returns and filing with Companies House and HMRC. We will ensure your essential accounting work is completed in a timely and professional manner.



Limited companies – Packages available

Package	Features
Entrepreneur	<ul style="list-style-type: none">• Monthly management accounts• Annual budget and rolling forecasts• Company secretarial• Directors' tax returns• Quarterly meetings
Finance Manager	<ul style="list-style-type: none">• Quarterly management accounts• Financial management advice• Bi-annual meetings• Annual return for Companies House• Bookkeeping (optional)• VAT returns (optional)• Payroll and dividend administration (optional)
Accountant Essentials	<ul style="list-style-type: none">• Annual accounts• Corporation tax returns• Filing with Companies House and HMRC

Note – 'Manager' and 'Entrepreneur' packages include 'Accountant Essentials' scope of work.

Taxpayers and the Self Employed – Packages available

We offer a range of service packages for taxpayers to suit different needs and budgets.

These are explained below:

Tax Planner – This is suitable for individuals with relatively complex tax affairs and/or significant pensions or investments who want **help to proactively manage their personal finances**. It includes a bi-annual review with Base52 and an option of an annual review with an Independent Financial Advisor.

Tax Plus – This is suitable for individuals who need assistance with sole trade accounts and/or rental accounts as well as their personal tax returns.

We can also do the bookkeeping if required. **Base52**

prepare the accounts and computations so that all relevant allowances and reliefs are claimed and tax is kept as low as possible.

Tax Essentials – This package is for people who have relatively straightforward tax affairs and want professional help to prepare their tax return. **We let our clients know what information we need and we prepare the tax returns and ensure they are filed on time.**



Taxpayers and the Self Employed – Packages available

Package	Features
Tax Planner	<ul style="list-style-type: none">• Bi-annual review with Base52• Option of annual review with an Independent Financial Advisor
Tax Plus	<ul style="list-style-type: none">• More complex tax returns to include one or more of the following:<ul style="list-style-type: none">○ Sole trade or partnership accounts○ Business tax computations○ Rental accounts○ Capital gains○ Multiple income sources○ Residence issues○ Bookkeeping to prepare rental or business accounts from source records is available if required.○ Tax computation and filing the tax return
Tax Essentials	<ul style="list-style-type: none">• 'Standard' tax return, typically with one or two sources of income and minimal complexity

Note – 'Tax Planner' package includes 'Tax plus' scope of work



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