



# Newsletter

Welcome to **adv**Accountancy  
Advancing your business through Management Accounting

## July 2014

THE RIGHT ADVICE FOR YOUR BUSINESS

IN THIS ISSUE

## Paint Your Picture

by Fiona Bevan

When I ask business owners what their business will look like in a year, 5 years or even 10 years time I am often told they do not know – after all they are not a seer and don't have a crystal ball.

This is a cop out in my opinion – and a dangerous one at that.

If you don't have a plan of where your business is going, who will have? If you do not have a clear vision of what you want your business to look like, who does?

Clearly there are lots of things we, as business owners, have little control over: the general economy; the banks' perception of business risk; how our competitors and our customers behave, to name but a few. But this does not mean that we have no control over our own business success.

In helping business owners to plan for the future I have found they become much more focused on what they want to achieve. They suddenly have a picture of

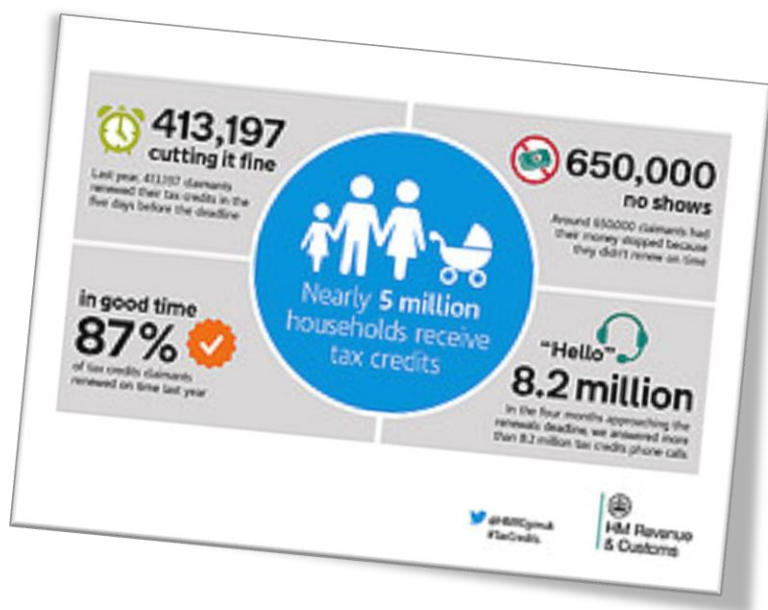
what they need to do to get where they want to go and are motivated to get there. In some cases they are even reminded of the passion that drove them to start the business in the first place – something which is often lost in the day-to-day stresses of life.

They do not need to know for certain every detail of how their business will grow in the years ahead, but they do need a clear set of targets which, if achieved, will deliver a business which is successful in their terms. These targets will often revolve around sales achieved, new customers found, profits made, business owner earnings...

The picture they draw may become enhanced over time but will not change in essentials.

So, if you want to feel confident about the years ahead paint your own picture of your dreams for your business. Populate it with the subtle colours that will make your business shine. Then stand back and make sure you are happy to hang that picture on your wall for the long term.

# Time to Renew your Tax Credits



You need to renew if you receive an Annual Declaration form (TC603D or TC603D2) with an Annual Review notice (TC603R).

You don't need to renew if you only receive an Annual Review notice (TC603R), as your claim will be renewed automatically. However you still need to tell the Tax Credit Office straightaway if:

- you have had any changes in circumstances
- your income is different to what's shown in the Annual Review notice
- there are mistakes or details missing from the notice

If you've been sent an Annual Declaration (TC603D or TC603D2) and don't renew, the following will happen:

- your payments will stop
- you will have to pay back any overpayment from the previous tax year
- you will also have to pay back any payments you've received from the start of the new tax year
- you'll get a statement from the Tax Credit Office about your tax credits payments
- you will usually have to make a new tax credits claim if you don't provide the information within 30 days

## FAST FACTS

# 5.8 Million

Tax Credit Packs sent out 30 June 2014

# 31 July

You must renew by 31 July or payments will stop

## FOR MORE INFORMATION

Contact

[Tina.jenkins@advaccountancy.co.uk](mailto:Tina.jenkins@advaccountancy.co.uk)

HMRC Calculator

<https://www.gov.uk/tax-credits-calculator>

# Auto Enrolment

Time to start your journey!

Employer

Find out your Staging Date

Register  
With TPR

Nominate a Contact

Choose a Pension Provider

60% of employers need help

Check your Processes

Check Payroll Software

Project Plan

It takes 6 to 18 months to prepare for AE

[www.business-accountant.com](http://www.business-accountant.com)

Categorise Workers

Qualifying Earnings

Assess Workers

Errors have Penalties

Plan

Communicate with Workers

Consider Postponement

Enrol your Workers



BUSINESS ACCOUNTANT

# 5 Auto Enrolment things you must do before Staging

If you are an employer you can't afford to mess up Auto Enrolment, the penalties are harsh!

Even a small employer will need 6 months to prepare and larger employers could take up to 18 months.

So what do you need to do before you stage?

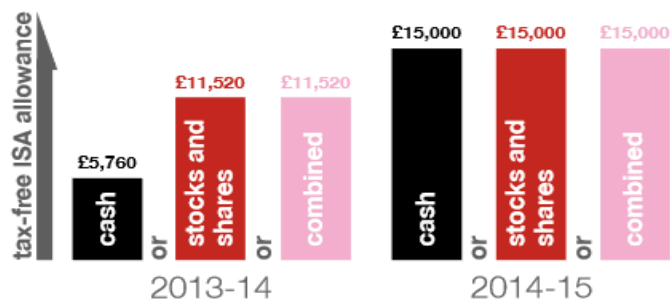
1. Find out your staging date, this the date when your obligation under Auto Enrolment will start, the Pension Regulator calculator is a good place to start
2. Nominate a person to be the Pension Regulators key contact and register their name with the Regulator
3. Draw up a Project Plan and consider whether you need help (60% of companies currently staging have decided they do need help! and most businesses use their accountant to help with project management)
4. Choose a Pension Provider – Nest, Now Pensions and The Peoples Pension are the 3 largest
5. Make sure your Payroll can provide the analysis needed

In addition you will need to work on elements of the Project Plan such as Assessing the Workforce, Letters to Employees, Considering Postponement etc

There is a lot to do and its complicated!



## A Nicer ISA



From 1st July 2014, individual savings accounts (ISAs) will be reformed into New ISAs (NISAs) with an annual limit of £15,000.

You can invest your NISA in Cash, Stocks and Shares or in any combination.

The limits for Junior ISAs and Child Trust Funds have already been increased from £3,700 to £4,000.

From July, restrictions on corporate bonds and gilts will have the 5 year rule removed allowing you to invest in short dated securities such as Retail Bonds.

There are plans to enable Peer-to-Peer loans to be held in NISA's but that's still in the consultation stage.

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