

## What's New



Welcome back to Jo Snow, above, following the birth of baby Danny last year. She formally returned on January 4, working three days a week.

There's more good news for Lorraine Park, below, and Graham Lindsay. After working a-pace at Fox Evans during the day there's nothing they like better than revising for exams in the evening! It's paying off too! Lorraine has recently passed the second part and Graham the first part of the Professional stage of the Chartered Accountancy exams.



## Will early budget bring rewards?

**D**ecember 2nd saw Gordon Brown make his pre-budget report.

The day after saw Fox Evans staff keen and eager to tell our clients about the changes in-store and the new potential money saving opportunities that were available.

In the end, though, there wasn't much to say - the budget had very little spark about it, with very little of immediate relevance.

Nevertheless we posted full details of it on our website, and e-mailed those of you who we have e-mail addresses for to tell you.

Our reaction was like yours - Mr Brown's twice a year spectacular was, to say the least, a non event - there were plans for changes in childcare and maternity leave, but that's about all that grabbed the headlines.

One element that was over-looked by many people, however, is that he has now withdrawn his plan to reduce the amount that can be invested in cash ISA's. This will remain at £3000 to at least April 2006.

Much to the frustration of the nation's accountants the date of the next budget is currently unknown, largely because of the uncertainty over the General Election. Calming our restlessness is the fact that it should be earlier than normal. Let's hope Mr Brown comes up with something more radical and interesting than the last one.

Like last time news of it will be posted on our website the next day, and our newsletter will also be published shortly after to update you. We will wait and see!

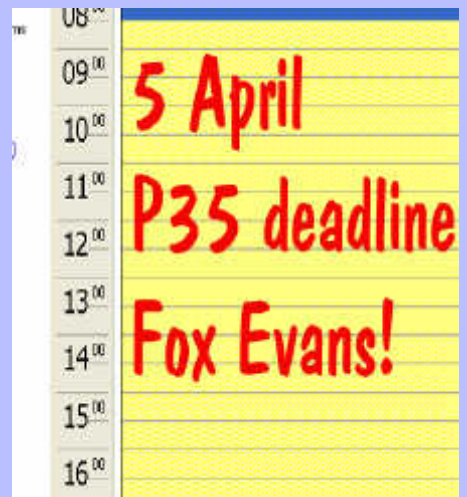
## Get P35 info in by April!

Form filling for the tax man - don't you just love it?

If you don't then we can do it for you. The next deadline to meet is for employee P35 forms. They have to be with the Revenue by the 19 May. If you want us to do the work for you we can - BUT WE DO NEED THE INFORMATION AS SOON AFTER 5 APRIL AS POSSIBLE to meet the deadline.

No exceptions are allowed by the Revenue - if you are late you will be fined.

The P11D deadline is 19 July.





Arguing the toss on tax - that's what the small business Arctic Systems is doing with the Inland Revenue in the case of Jones v Garnett. The case has implications for thousands of similar businesses in the way they are taxed in the future.

## Ltd Companies vs the IR

Last year we reported on the legal battle formally known as Jones v Garnett, but more commonly referred to as the Inland Revenue against husband and wife companies. The case is testing the taxation legality of the arrangement where one party does the bulk of the work but where the tax liability is shared. There are thousands of such companies in the UK.

To recap, Mr and Mrs Jones run a small company where both own shares, but where Mr Jones does the work while Mrs Jones acts as company secretary. Profits are paid out via salaries and dividends to minimise tax liabilities.

At the end of last year the Inland Revenue technically won its case before the Special Commissioners. However, the defendants appealed, and that will be heard in the High Court next month.

In the meantime the Revenue issued guidelines on filling in 2003/04 tax returns for individuals in this position, which were submitted by the end of January.

The advice from the Revenue was to include a note, but our professional advice was to leave this return to be completed as before, pending the outcome of the appeal process. Once we know the outcome of that we will review the position, and let you know.

## A few lines on Sage Line 50

If you're using the latest version of Sage Line 50, or Sage Instant Accounts Plus, and you're not tailor-making the look of your invoices, remittances and other essential stationary then you're missing a trick! That's because it is easy to insert your own logos and images - and it looks so much more professional. The procedure is simple:

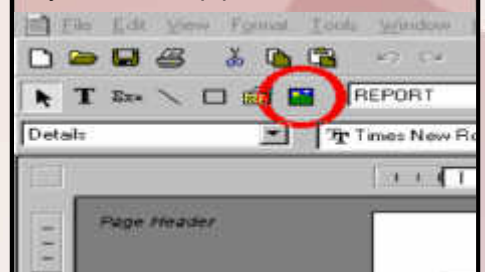
- 1) Convert your logo into a jpg, jpeg, bmp, wmf or ico format and save it.
- 2) Use Sage's "Report Designer" to embed the image into the stationary, be selecting the report you wish to edit and clicking "edit". This will open up the format of the report in the "Report Design Screen".

- 3) Click on the Picture icon, as indicated in the image below.

- 4) Now click on the areas of the report where the image is to appear and the "open" box appears. Browse to your logo, select it, open it and move and resize in the document.

- 5) Click "Save As" and rename the new document. To change the name, click "Tools", select "Options" and the "Document" tab. Change and OK it before saving.

If you need help phone Mark McLean.



## Mark's Triumph!

Sensible people we accountants are . . . generally. But sensible Mark McLean, Fox Evans' audit manager, certainly isn't for one weekend every year. Unless, that is, driving 2000 miles around Britain in 48 hours - from London to John O'Groats to Lands End and back to London - in a not exactly luxurious 1975 Triumph Dolomite Sprint constitutes rational behaviour.

But it's all in a good cause - he, his wife, and 78 other Triumph fanatics drove the length and breadth of Britain to raise money for "The Children with Leukaemia" charity. Mark raised £2000, including our annual donation in lieu of sending our clients Christmas cards.

Our hearty congratulations for his Triumph!

# Let the Government pay us to do your payroll for you !

Filing your end of year payroll forms electronically allows companies to save money, as the Government is offering an £825 incentive over five years for you to do so.

Eventually it will become compulsory - but for businesses with less than 50 employees this isn't until 2010. However, if you do decide to do it this year you'll get an automatic PAYE rebate of £250. We have invested in the necessary software to allow us to do this on your behalf.

In fact, why not let us prepare your payroll at the Government's expense? We already do this for many clients whether they have one employee or 200.

We deal with sick pay, student loans, pensions - all types of deductions, in fact, to ultimately calculate gross pay and final payslips. We can even tell your bank what to pay and when!

Every month we send you details of the amount to be paid to the Inland Revenue for tax and national insurance.

We also ensure you file all end of year forms electronically, and make sure you get the credits promised.

As a result of all this you save time, and no longer have the worry of whether the wages are correct. Also, you no longer have to make sure your



payroll software is up to date, nor have the cost of updating it. The service costs from £20 per payday if you have less than 10 employees. For an individual quote for your payroll contact Ann Turner, below.

EMPLOYEE		
N.I. NUMBER & TABLE	TAX CODE	PAY METHOD
		Cheq
(T = Taxable, N = NI'able, B = Both)		
TAXABLE PAY		DEDUCTIONS
NON-TAXABLE PAY		NET PAY
TOTAL PAY		

Save time by letting us do your payroll for you . Ann Turner, left, can also do your whole payroll for you, whether you have one or 200 employees. It will save you valuable time and, potentially, hassle. Ring her for details.

## File on line to save money

Spare a small thought for our hard working civil servants in London and strive to make their lives easier! That's what the Government would like you to do - by filing documentation on-line! There are financial incentives for doing so - Parliament approved new fees for Companies House in November, for example, which came effective on 1st February. They have increased the fee for filing annual returns from £15 to £30. However if you file electronically this is reduced back to £15. Due to security reasons it isn't easy to currently file data, but our software

is being upgraded and in two months time we will be in a position to do this for you.

We will let you know how this will work in the next newsletter.



Government wants more of us to file information on-line, and is offering incentives. We can help with new software.

# The fire firm with scorching deals!

Forgive the puns – especially on such an important subject – but fire in the workplace is set to become a very hot topic in 2005. The reason? Well, like many aspects of business life, the Government's turning the heat up (*ha ha!*) on the legislation. "There are more flaming fire regulations on the way," quipped one Health and Safety wisecracker.

For Darren and Gary Greaves, from Fox Evans' client Hockley Fire Ltd, the new regulations are set to ignite (*can you take much more?*) the growth of the three-year-old company that specialises in risk assessing and training companies for fire prevention purposes, plus the supply and maintenance of equipment associated with it. This includes fire extinguishers, blankets, alarms and signage.

Gary has been in the business for 20 years, his brother for three - but between them and their growing workforce the Ryton on Dunsmore based firm is covering 300 or so businesses, schools, and other establishments all over the Midlands, including several County Councils. In a scenario akin to selling coals to Newcastle or ice to the Eskimos, the firm also advises one of the region's fire brigades, and services their head office fire equipment.

It has, for want of yet more funnies, a glowing reputation for achieving scorching savings on fire prevention equipment and servicing. It guarantees to save a business at least 20%. "We're the cheapest in the business for fire equipment," claims Darren.

The scope for the business to grow is enormous - currently only around 20% of businesses have an up to



It'll never happen to us! Maybe not - but businesses must have fire risk assessments and proper serviced equipment. Below, Hockley Fire owners Gary (left) and Darren Greaves.

date fire risk assessment, despite the fact that it is a legal requirement. And organisations can be fined significant sums for not having one.

A fire may be unlikely to affect many companies or organisations, says Gary, but a side effect of the new legislation will

undoubtedly be a hardening of attitudes from prosecutors and insurance companies, he believes.

"If there is a fire incident at a place of work, and no up to date fire risk assessment document or strategy then I can see prosecutors throwing the book at the individuals in charge and insurance companies refusing to pay out," he says. "And in the event of a death or injury and a lack of proper fire training, risk assessment, procedure or equipment then the door will be wide open for the firm to be sued and prosecuted. They won't have a leg to stand on." But protecting a business against these risks isn't necessarily difficult or expensive, he insists. If Hockley Fire are called in, they do the 93 point assessment, supply and fit any necessary signage to British Standards, advise on fire drills, and install and service the necessary equipment.

"Fortunately fire in the workplace is pretty rare. But companies and establishments have to err on the side of caution and be 100% prepared for its eventuality, he adds. Hockley Fire can be contacted on 024 76 307981.



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**"More than your average accountant!"**

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