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Publishers of tax guides and spreadsheets to the accountancy profession

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As well as offering a better return on capital than most banks there are many tax breaks for the property owner i.e. *Letting Relief* (worth up to £40K), *Periods of Absence* and the *Last 36 months* that can be made to count as residence thus reducing CGT, all are covered in the Guide.

Advice is also given on; a) capital extraction (i.e. unlocking the capital in the property so as to make better use of it), b) best business formats for letting (advantages of a partnership for varying partners share of the rent), c) record keeping (sadly a necessary requirement).

FREE with this guide is our Kwik-Analysis automated spreadsheet that is ideal for record keeping.
Price £19.95

Tax Relief on Business Use of the Home + FREE Calculator

Very few proprietors of businesses run or based at their home ever claim their full entitlement to the relief due to them. Items that can be specifically claimed in proportion to their use are; rent - mortgage interest - council tax - property insurance - repairs and maintenance, electricity, gas heating oil.

For a claim to be successful it needs to be based on an accurate and reasonable apportionment. This guide explains how to make such reasonable and accurate apportionment. Also included are references to:

HMRC's manuals that fully justify a claim and established court cases in which dictum has been handed down

The guide includes a **FREE excel calculator**

Price £19.95

The Partnership + Partnership Agreement (hard copy + disc)

Few partners ever imagine at the start of a partnership, the future problems and disagreements that can befall them. Typically these are:

- the death of a partner - how to pay-out his share of the capital to his estate
- holidays - who gets what and when
- profit sharing - who gets the most - who gets the least and why?
- Interest – should it be paid on partner's capital retained in the business?

This guide details the benefits and problems related to partnerships and offers practical suggestions to maximise the benefits and to minimise the problems.

+ FREE **Partnership Agreement** in hard copy format for copying and manual completion

+ FREE **DISC** version with **Partnership Agreement** formatted in "Microsoft Word". Allows you to edit and adapt the agreement to suit your own partnership.

Price £19.95

How to Protect a Home and Business from Care Costs

This guide explains how to protect at least half of your home (you could protect more) from care costs by the simple expedience of a couple of D-I-Y documents – all provided on disc for your convenience. It also covers how to write your own Will (with pro-formas on disc) and how to arrange deposit accounts to best advantage when it comes to the means testing. If you and your parents own your own homes this guide could save you both half the value of your homes.

Price £19.95

Legal pitfalls for professionals using computer records

An essential guide to the pitfalls posed to business proprietors, particularly the professions (accountants, dentists, architects etc, who use a computer that, in any way, hold records connected with the data shown on their tax return. Disturbingly, in a recent case before the Court it was established that HMRC had the right to remove, without prior notice, 19 computers in an unannounced visit to a firm's premises.

The legal liabilities on the unfortunate business proprietor are that the data relating to their customers and clients will be exposed to view by HMRC (and others if the data is lost in transit by officials - not unheard of) and that can lead to a breaches of the Data Protection Act, the Supply of Goods and Service Act and an action for loss of Legal Professional Privilege. Also exposed will be the private data of the proprietor and family.

Legal Pitfalls for professionals using computer records includes excerpts from the legislation and highlights the problems and suggests ways of minimising the risk of legal liability. Take a tip - be prepared!

Price 19.95

Tax Relief for Food and Drink

This guide examines HMRC's pronouncements on subsistence allowance and explains how to make the most of the many exceptions to the rules. The 'wholly and exclusively ...' criteria are examined and explained how to assess a qualifying claim. Hospitality and entertainment allowances offer benefit to business users and the guide shows how to make the best of them.

Price £19.95

Employment Status Enquiries - Cases for the defence

The guide covers the key criteria against which an employment status can be judged. It lists 23 decided test cases. Every case is analysed against the listed criteria. And, as many of the determined cases conflict with each other, every case is worth fighting for.

Includes a *Contract for Service and Offset Mandate* in digital form – essential in combating the *Demibourne* precedence

Price £19.95

Avoiding a Claim for Professional Negligence

Most claims for negligence are for negligence by omission rather than for negligence of action. This guide explains in detail the nature of professional negligence both in tort and in contract based on primary case rulings. It considers the 3 vital elements needed to prove a case of negligence. Just knowing these elements is a major defence in avoiding them. It points out the additional burden imposed on unqualified practitioners and suggests courses of action to take to avoid a claim. 12 common accounting activities are discussed where due diligence is often omitted.

Price £19.95

Accountant's Working Papers – status of – FREE by email request

Since the introduction of the money laundering regulations, a lot of interest has been shown in the level of confidentiality afforded to the accountant's working papers. Sadly the accountant is at a disadvantage when compared with the lawyer with regard to the status of the working papers – particularly with regard to legal professional privilege and legal advice privilege. However, this discrimination between legally qualified lawyers and others may, in itself, give rise to protection under the Human Rights Act of 1988. This guide offers a thumbnail sketch of the issue
Free by email - email your request to us and it's yours free of charge. Comes in MS Word.

Accountants engagement letter on disc

Provides that all important contract between client and accountant. It lists the duties and responsibilities of both parties, thus limiting the grounds for a negligence claim. Terms and conditions can be edited on disc to suit individual practices and clients. This guide is ideal for a multi-function practice wishing to limit its exposure to negligence liability suit. It comes in Microsoft Word format. – updated for money laundering regulations.

Price £19.95

Bed & Breakfast Business Tax Guide

Many B&B proprietors are blissfully unaware of the many tax areas that their business involves them in;

- business income tax
- national insurance
- staff tips
- employment status issues
- capital gains liability on the sale of the home
- business use of the home allowance
- benefits of a partnership agreement

some beneficial, some disadvantageous. How to benefit from one and avoid the other is the subject of the *Bed & Breakfast Business Tax Guide*. Price £19.95

How to value and sell your business

Explains the principal elements of calculating the value of a business and lists 50 tips on how to sell quickly. The guide exposes some of the misleading practices of agents and suggests practical ways in which the owner could sell the business himself and save thousands of pounds - money that rightfully belongs to him and not an agent.

Includes a special section for the sale of professional practices.

Price £19.95

Marketing for Accountants

Explains the simple and often cost free basics of marketing. Split into 7 sections the guide deals with:

- Advertise – if nobody knows you exist, that's who is going to phone you
- Popularity – nobody deals with someone they dislike
- Image and Presentation – most people retain their first impressions. How do you come across?
- Service – designing to suit
- Pricing – how do some practices get paid twice as much as others for the same service?
- Location – overcoming the disadvantage of an imperfect location
- Unique Selling Point – how to get one

Price

£19.95

Paying Wages to the Family

Paying one's wife, husband or teenage child a wage for services rendered can be hugely beneficial in tax terms but the benefit comes with potential procedural traps that can cost the unsuspecting business proprietor hundreds of £s in back taxes, penalties and interest. The big problem here is that an employer investigated by the Revenue or Contributions Agency, can not alter his records retrospectively to correct the errors for which he will be billed. The guide exposes the traps and explains how to avoid them.

Price £19.95

Tax Advantage of a limited company (2010)

Written as a presentation tool for accountants to their clients. It explains the changes in the law that have given rise to much high levels of taxation. Explains the advantage of company 'perks' and how the use of a contract of employment can allow a director's golf club fees to be paid as part of his salary.

Price £19.95

Written Statement of Employment Particulars (hard copy + disc)

Seldom do employers realise that they have a legal requirement to provide all their employees employed for more than one month, with a written statement of their employment particulars within two months of their starting. This is generally only discovered when the ex-employee sues the

employer under any one of the now many regulations applying to employment. The guide is complete with instructions and advice for the completion of a *Written Statement of Employment*. The guide comes in hard copy form, A4 printed black on white for manual completion or copying **and on disc** - in 'Microsoft Word' to enable the user to edit and adapt the text to suit their own business. This guide is a 'must' for the prudent business employer. Price £19.95

The 25 Year Diary

Many people have little enthusiasm for keeping a daily diary, but as one's life progresses there is an ever increasing demand for; facts, dates, phone numbers, people's names, date and places of illnesses, treatments, prescriptions and dare I say passwords and code numbers etc, etc ...

And so it was that the idea for the 25 Year Diary came about. It is not intended to be a diary of narrative events but more a diary of data storage.

Dates and details of various interesting events in your life that you feel are worth keeping either for future reference or just simply for nostalgia.

You will find that as the Diary ages and its content increases, it will become more interesting to look back at the entries for past key dates in your life – birthdays, anniversaries, holidays, job changes, academic achievements, courses etc. So many details, dates and names, of past events in one's life get lost through not being recorded well here's a chance to correct that.

The 25 Year Diary is A5 in size, loose leaf bound in a burgundy coloured PVC binder secured by a press stud fold-over tongue and protected in a sleeve. The Diary includes; 25 spare pages to supplement any of the key sections, a clear wallet for storing documents and two corner pockets for smaller single items. In addition to the wallet storage facility, any document can be punched with a standard paper punch and filed among the Diary pages (bearing in mind the Diary is size A5). **£12.95**

Excel Spreadsheets

Kwik-Analysis

A very popular automated expense analysis spreadsheet that offers analysis over either 6 pages x 10 columns x 50 lines or 6 pages x 25 columns x 50 lines. The user-set headings are replicated on all sheets.

Caters for VAT at 17.5%, 15%, 5% and zero rated.

Prints on 1 or 2 sheets of A4 depending on choice of version used. Makes an ideal and easy to use record-keeping tool. Operating instructions included.

Price £19.95

Kwik-Accounts

Converts a list of income and expenses into a Profit and Loss Account and Balance Sheet. Based on the standard double entry book-keeping system in a vertically extendable trial balance format. Allows for an infinite amount of adjustments (subject only to the available PC memory).

Prints off all input entries on multiple pages with P&L and BS on single pages of A4.

Originally designed for sole trader and partnership accounts but can be adapted for small companies. Operating instructions are included.

Printed demo sheets available by email request

Price £19.95

Kwik-Invoice Plus

A multi function sales invoice recording system which from a simple address line offers the following features;

- a printed invoice the details of which can be 'highlighted', 'copied' and 'pasted' into a sales account record that will provide the details needed for VAT and accounts
- a printed letter head with the customers name and address inserted should you need to send an accompanying letter
- a printed label addressed to the customer with your name and address shown as the sender and/or return address
- a customer data base which, once you have entered a customer's name and address, means that you need never have to type it again – simply 'highlight', 'copy' and 'paste'. It also allows you to add additional customer details such as an email address, mobile number, date of birth etc
- sales data base which using the Excel sort facility, allows you to identify the source, value and area distribution of your products and services

Price £19.95

Free demo available – just email your request to mail@bizguides.co.uk

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