

# outsourced client services for law firms

**PKF**LITTLEJOHN

## About PKF Littlejohn

PKF Littlejohn is an independent firm of chartered accountants and business advisors based in London's Canary Wharf. The firm is one of the largest single office practices in the UK and provides a full range of tax, accountancy and audit services to UK and overseas based clients.

## Our professional practices team

PKF Littlejohn's professional practices team is staffed by experienced professionals, all of whom have in-depth knowledge of the operational, regulatory and financial challenges facing professional practices today.

Acting as accountants and advisors to lawyers, accountants, barristers and other professionals, the team provides partners, members and owners with peace of mind that both their practice and their own personal financial affairs are in good order and structured in a tax efficient way.

Strong relationships, substantial partner involvement, honest answers and intelligent solutions from a dynamic team of accountants and advisers. *We work with you to deliver the best for your business.*



## Our outsourced client services

Acting in the best interest of your client and providing a proper standard of service are two of the ten mandatory principles under the Code of Conduct within the new SRA Handbook. Quite often, solicitors take on additional work for their clients which may be better and more efficiently served by an outsourced professional.

PKF Littlejohn provides a range of complementary services tailored to your firm's needs, from ad hoc advice to an ongoing service, enabling you to focus on your core engagement responsibilities.

### Company Secretarial Services

Dealing with clients' company secretarial matters can be a burden for solicitors, especially if you do not have the in-house expertise to answer more complex queries or to deal with compliance efficiently.

PKF Littlejohn offers a range of services, designed to ensure that solicitors can assist clients in complying with their statutory obligations under the Companies Act 2006 and avoid the risk of penalties or prosecution. This can include taking on the duties and responsibilities of the company secretary.

We offer an annual compliance service which includes:

- preparing and filing annual returns
- filing annual accounts
- preparing minutes and resolutions to approve annual accounts
- maintaining statutory registers and records.

We also offer specialised advice relating to:

- company formations
- share capital re-organisations
- buy back of shares
- changes of name and advice on sensitive names
- preparing and filing of forms with Companies House including changes of accounting reference date, registered office and officers
- company dissolutions and strike-offs
- company searches
- transfer of shares
- the application of the Companies Act 2006.

Our company secretarial team works closely with our tax experts to ensure that the potential tax consequences of your plans are always considered.

### Service Charge Accounts

Solicitors involved in conveyancing are regularly asked to prepare service charge accounts and similar statements. While this should be a simple exercise, it can be costly if carried out by an inexperienced member of staff.

Service charge monies are received on trust from leaseholders and it is important to demonstrate that these monies are spent in accordance with the terms of the leases. PKF Littlejohn works directly with landlords, management companies and managing agents to help them meet their service charge obligations. We provide service charge expenditure examination and certification services in accordance with s21 LTA 1985 and 1987 and the RICS Management Code.

We report on residential, commercial and mixed developments, including large developments in the City of London and Canary Wharf.

### Our services include:

- verifying and reporting on residential service charge expenditure
- verifying and reporting on commercial service charge expenditure
- preparing statutory financial statements for management companies
- auditing statutory financial statements for management companies.

We also provide specialist consultancy services, including:

- advising on the taxation of non-service charge income
- re-examining statements of service charge expenditure prepared by another accountant
- conducting investigations into the accounting records maintained by an outgoing management agent
- conducting investigations into the "true up" reconciliation for commercial property.

*"Our company secretarial team works closely with our tax experts to ensure that the potential tax consequences of your plans are always considered."*

## Trust Accounts and Taxation Services

Depending upon their circumstances, your individual and trustee clients may have legal requirements to fulfil with HM Revenue & Customs. Failure to notify HMRC of a tax liability, submit a tax return, or settle tax liabilities by relevant dates will all result in financial penalties.

PKF Littlejohn offers an annual compliance service to assist you and your clients in dealings with HMRC.

This service includes:-

- preparing and submitting annual tax returns
- preparing annual accounts for trustees, self employed individuals and landlords
- advising on tax payment dates
- checking PAYE coding notices and statements of account issued by HMRC
- reviewing payments on account for any potential claim to reduce
- dealing with routine correspondence issued and enquiries raised by HMRC.

In addition to our annual compliance service, we can assist in many more complex areas of tax, including:

- principal private residence planning
- capital gains tax implications on the sale of capital assets (including businesses) and advice on how to mitigate and/ or defer any tax liabilities
- tax planning for non-domiciled individuals
- consideration of inheritance tax planning opportunities, including the use of trusts
- calculation of principal and proportionate charges for trustees.

## Payroll Services

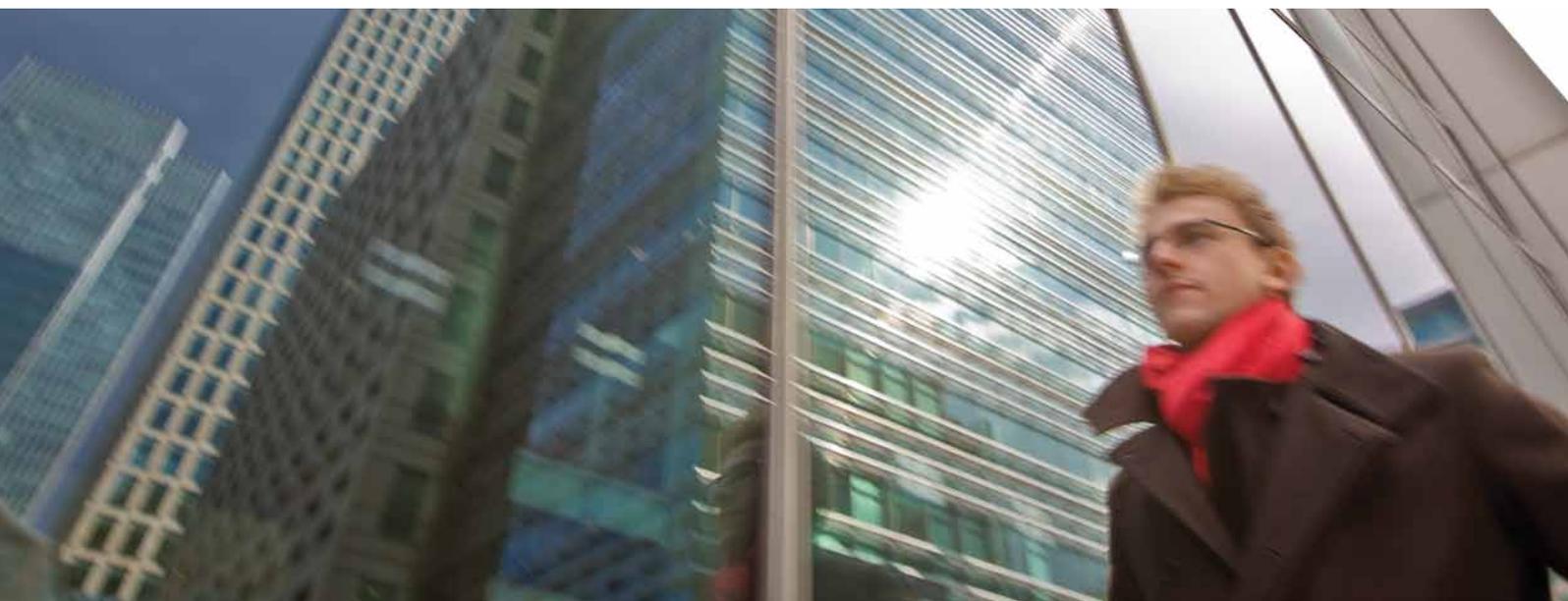
More and more entities have come to realise that it makes commercial sense to outsource their payroll function. Not only does it remove the responsibility of running a payroll, with all the costs involved, but it allows valuable resources to be directed at more productive and profitable tasks. As a solicitor, it may fall to you to either recommend such a service for your client or indeed to take on the responsibility yourself.

*“Depending upon their circumstances, your individual and trustee clients may have legal requirements to fulfil with HM Revenue & Customs.”*

PKF Littlejohn provides a comprehensive and professional payroll service. Our payroll bureau uses experienced professionals who understand the complexity of current payroll processes and legislation.

Our service comprises:

- preparation of payroll based on information supplied for approval by your nominated contact
- dealing with all starters, leavers, deduction and code changes
- BACS service for payment to employees, HMRC pension funds and attachment of earnings orders
- sealed, ready-to-post payslips
- production of reports as required
- dealing with tax forms such as P45, P46 and P38
- dealing with HMRC queries
- period end returns (P32 Employer's Summary Report)
- all P14/P60/P35 (end of year) processing
- dealing with routine queries as and when required.



**Contact us**

For an initial discussion on how we can help you provide a more cost effective service to your clients, contact:



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