

Record Clean Up & Business Review



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Turn Historical Data into Your *Strategic Advantage*

Running a business in today's economic climate leaves little time to step back and look at the big picture. Between day-to-day operations, managing team members, and keeping clients happy, financial administration can easily fall behind or become disorganized.

A Fresh Start & A Clear Roadmap — Our Record Clean Up & Business Review is a two-phase service engineered to bring complete clarity to your figures — and then leverage those figures to drive your business forward. We step in to perform a deep-clean audit of your current financial software (Xero, QuickBooks, Sage, or manual spreadsheets), fix existing errors, and deliver actionable strategic advice tailored to your goals.

- We'll review whether your business is affected by Making Tax Digital for Income Tax and help you meet any new digital record-keeping and reporting requirements
- Bank & Credit Card Reconciliation: Resolving historical discrepancies, duplicate entries, and unallocated transactions
- Sales & Purchase Ledgers: Tidying aged debtors/creditors, clearing dead balances, and verifying outstanding invoices
- VAT & HMRC: We'll review previous VAT returns for errors, misclassifications and inconsistencies, helping to ensure you've claimed the correct amount of VAT, paid the right amount to HMRC and reduced the risk of future enquiries or penalties
- We'll review your payroll records to ensure wages, PAYE, National Insurance and pension contributions have been recorded accurately, helping to identify any errors
- Chart of Accounts Optimization: Restructuring your categories so revenue and expense reports make sense at a glance
- Considering: Accruals and prepayments adjustments for accurate reporting

Once your records are pristine, we shift focus from past data to *Future Strategy*

- **Profitability Analysis** Pinpoint your most (and least) profitable products, services, or client segments
- **Cash Flow Diagnostics** Identify bottlenecks in working capital, payment terms, and overhead expenditure
- **Tax Efficiency Review** Ensure you are structuring operations and remuneration tax-efficiently
- **Growth & Performance Roadmap** Receive a clear executive summary highlighting key performance indicators (KPIs) and actionable recommendations for the next 12–24 months

Ready to Take Control of Your Financial Future?