

## Our Services to Charities and Not for Profit Organisations

### Introduction

The challenges facing anyone involved with a charitable organisation are many, with increased regulation, a complex tax regime and greater accountability. At the same time, funding is becoming more scarce with organisations expected to demonstrate even greater professionalism and quality financial management.

Those facing perhaps the greatest demands of all are the army of volunteer trustees, who are expected to increase their own expertise and understanding in order to deal with the increasingly complex nature of charity affairs.

Eacotts act for a considerable number of charities and non profit making organisations. We have experience of acting as trustees for national and local charities which assists in our understanding of the specific issues faced by not for profit organisations.

We keep up-to-date with the many changes in regulations and guides to best practice, and ensure that we receive such information promptly from the Charity Commission and HMSO.

### Financial Reporting and Compliance

- We will ensure that your financial statements comply fully with the latest statutory requirements.

### Taxation (Including Vat)

We will:

- Advise as to the optimum structure for the organisation so as to minimise tax liabilities
- Keep you advised of developments within the Voluntary Sector
- Prepare the Tax Return
- Calculate any liabilities that may be due
- Deal on the charity's behalf with any Inland Revenue enquiries

### Payroll

We provide an accurate and efficient service, setting up and running your payroll.

As part of our service to you, we provide:

- individual payslips
- detailed print-outs and analysis of your organisation's payroll, tailored to meet your needs
- employee records and reports
- periodic and year end returns – forms P35, P14, P60 and P45 when required
- a comprehensive telephone helpline for any queries you may have regarding pay
- letters advising on the PAYE/NIC liability for the period



Contact us for  
further information

Eacotts  
Grenville Court, Britwell Road  
Burnham, Bucks SL1 8DF  
Tel: +44 (0) 1628 665432  
Fax: +44 (0) 1628 669474  
Email: [services@eacotts.com](mailto:services@eacotts.com)  
Web: [www.eacotts.com](http://www.eacotts.com)

## We can also provide, by arrangement:

- copy payslips
- automated BACS payments to staff, Inland Revenue and pension schemes
- electronic data transfer

## Human Resources

We have a team of qualified specialists who provide a professional, cost effective service to your organisation, covering all aspects of human resources:

- employment contracts
- variations to terms and conditions
- appraisal and development
- policy and procedure review and preparation
- preparation of employee handbooks
- disciplinary, redundancy and tribunal representation
- recruitment and selection
- health & safety audits

## Our Employment Helpline:

Confidential, up-to-the minute advice; quarterly news updates; invitations to our regular seminars.

## Dispute Resolution

We can assist in the settlement of all kinds of commercial disputes.

Mediation can be a faster, better, cheaper way of resolving a dispute. It gives each of the parties the opportunity to talk confidentially to a mediator, to avoid the high cost of litigation, to avoid the stress and distraction of a long drawn out dispute and to have some ownership of the settlement that may be reached.

Mediation is a confidential process which does not prejudice either party's right to resume litigation if they fail to reach agreement.

More and more civil courts are insisting that parties attempt mediation.

## Company Secretarial

We can deal with all aspects of company secretarial activity if the charity is a limited company.

## Why Choose Eacotts?

We believe that the level of personal service we provide to our clients is second to none. We arrange for you to meet key members of our firm to enable you to get to know the staff working with you and to ensure that someone is always available to offer assistance when you call.

We take pride in our reputation for dealing promptly with telephone calls and correspondence, and confirm that "the meter" does not always "tick", for example for minor queries dealt with quickly over the telephone.

Our wide range of contacts with other professional and financial organisations, together with the variety of services we offer, enables us to offer a truly integrated approach for dealing with all the financial needs of a business or organisation.

We also provide our clients with those added extras which enhance the service you receive, such as:

- Quarterly newsletters and budget briefings
- Updates on changes relevant to your business or personal circumstances
- Presentation evenings and seminars which provide information and guidance on HR issues, tax saving tips, an analysis of the budget, and many other areas of financial advice.

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