



# Wright In Touch

THE BI-MONTHLY PUBLICATION FROM WRIGHT & CO PARTNERSHIP LIMITED  
CHARTERED ACCOUNTANTS & REGISTERED AUDITORS

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## THE COMPANIES ACT 2006 – FINAL IMPLEMENTATION DATE

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### **Introduction**

As our corporate clients will be aware, the Companies Act 2006 (the Act) was introduced over a period of time by Statutory Instrument. The final stages were implemented on time, with the complete Act in force from 1<sup>st</sup> October 2009.

We would remind clients that the Department for Business Innovation & Skills (formerly the Department for Business Enterprise & Regulatory Reform) has a section on its website devoted to frequently asked questions on the 2006 Act. These are constantly being added to and may be of assistance to clients in answering specific queries.

Go to <http://www.berr.gov.uk/bbf/co-act-2006/index.html>. Then click on "FAQ Companies Act 2006" on the menu on the left of the screen.

*The Companies Act 2006 (Commencement No. 8, Transitional Provisions and Savings) Order 2008* implements the final parts of the Act.

Set out below is a summary of the main provisions that came into force on 1 October.

### **Part 35 – The registrar of companies**

This Part of the Act gives the registrar of companies a range of powers which include the form and manner in which companies must deliver documents to Companies House, including electronic delivery.

The powers include a power for the registrar not to make certain information available to the public. The most important information concerns the residential addresses of a director, secretary or certain members.

### **Changes to statutory forms**

All company forms (approximately 200 exist) have been changed to bring them in line with the Act. In many instances this has only meant a change being made to the form number. Under the 1985 Act most forms were referenced according to the section number of the Act to which they relate. For example, the old form for the appointment of a director was form 288a as it was section 288 of the 1985 Act which governed the appointment of directors. Whilst the amended form still refers to the new section number under the 2006 Act, the numbering system is different, with forms that are more frequently filed having a lower document number. For example, in the case of the appointment of a director the form code is AP01.



### **Wright advice:**

*Details of all the amended and new forms are published on the Companies House website in the Forms section.*

### **Incorporation of companies**

The Act introduced a number of important changes relating to the setting up and running of companies. This, to a large degree, was the cause of the delay in the implementation of this part of the Act which was originally due to come into force on 1 October 2008. However, the registrar stated that he would be unable to have systems in place by that date and so this part of the Act was delayed by one year.

The purpose of the changes is to make it easier to set up and run companies.

In order to register a company under the 2006 Act you will have to send to the registrar:

- *An application form (Form IN01)*
- *A new style memorandum of association*  
You can see the new style memoranda in Statutory Instrument 3014 – *“The Companies (Registration) Regulations 2008”*.
- *The articles of association*  
As with the former law a company can either adopt the new model articles set out in Statutory Instrument 3329 – *The Companies (Model Articles) Regulations 2008*, adopt the model articles subject to certain amendments or draft its own bespoke articles.
- *A statement of capital*  
This statement is new and the registrar has advised as follows:

“The statement of capital is a ‘snapshot’ of a limited company’s issued share capital at a given time.

Companies incorporating as limited by shares (whether private or public) on or after 1st October 2009 must complete a statement of capital and initial shareholdings as part of the application to incorporate.

All companies limited by shares must complete a statement of capital as part of any annual return filing made up on or after 1st October 2009.”

- *The appropriate fee.*

### **Authorised/nominal share capital**

For all companies incorporated on or after 1 October 2009 there is no authorised/nominal share capital.

### **Statutory declaration of compliance**

Formerly, for companies formed by the “paper method” ie not electronic formations, there had to be a statutory declaration of compliance signed by a solicitor. From 1 October 2008 the company has to make a statutory statement of compliance which does not involve a solicitor.

### **Entrenchment of provisions in articles**

From 1 October companies can entrench certain provisions in their articles. This means that if a provision is entrenched it can only be amended if certain strict conditions are met (see section 22).

### **Change of company name**

The Act has changed the provisions whereby a company can change its name. Under the 2006 Act a company can change its name using one of four methods, dependant on the circumstances relating to the change. In practice, for most companies a change of name will either be made by special resolution or by other means provided for in the company’s articles. This is a change in the law. For example, the company’s articles could provide for a change of name to be made by the passing of a directors’ resolution (as opposed to a special resolution passed by members). However, if a company changes its name by such a method it must give notice to the registrar and this notice must be accompanied by a statement that the change of name has been made by means provided for by the company’s articles.

### **Company names**

The rules contained in the 2006 Act in relation to “same as” names are stricter than under the 1985 Act. For example, if a company exists in the name of “The Green Man Limited”, and another company wishes to be registered as “The Green Man.com Limited”, the registrar will disregard the “.com” part of the name and will not register the second company.

### **Directors’ service addresses**

The registrar has given the following advice in relation to the giving of residential and service addresses by directors of companies:

“From 1st October 2009 every director must provide Companies House with both their usual residential address, and for each directorship they hold, a service address. The service address will be on the public record and will be public information but the residential address will be protected information. A director can choose any address as the service address including the registered office address of the company.”

## Restoration of companies

If a company was struck off the register under the 1985 Act, application had to be made to the Court to have the company restored. The 2006 Act introduces new legislation which provides for “administrative restorations”. This method will be used in the main by companies that have been removed from the register for failing to file accounts. The Court will still retain the power to restore companies where the registrar is unable to act.

## Voluntary dissolution

Under the 1985 Act only private companies could apply for voluntary dissolution under section 652A. Under section 1003 of the 2006 Act public companies may now make such applications.



### *Wright advice:*

*Those clients who wish to register companies under the new regime should take advice as to how the 2006 Act may affect both the setting up and the running of their companies. We urge you to contact us before commencing any formation to discuss all of the implications.*



## CHANGES TO VAT REGISTRATION DETAILS – KEEP THE AUTHORITIES UP TO DATE

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Whilst most (and hopefully all!) businesses are registered correctly for VAT, there are a number of businesses that are unaware of the regulations relating to certain changes which occur after registration and which H M Revenue & Customs (HMRC) must be made aware of. Set out below is a summary of advice given by HMRC relating to changes which HMRC must be informed about and the way in which they should be informed.

### Changes in names and addresses

You must inform HMRC within 30 calendar days if any of the following change:

- the name or trading name of your business
- the main address of your business
- the name and/or home address of any partner in the business
- if you are an overseas company or resident, the name and/or address of the UK agent for VAT purposes

### Death and illness

If you are in a partnership, and one of the partners has died, then one of the surviving partners must inform HMRC of this fact within 30 calendar days of the date of death.

If you are the only surviving partner and you want to recruit another partner, you must write to HMRC within 30 calendar days of the new appointment. If you decide to continue the business as a sole proprietor, you should report this within 30 calendar days of the change taking place.

### **Changes to a partnership**

If your business is a partnership and there are any changes relating to a partner leaving, a new partner joining, or both – then you must tell HMRC. You also have to tell HMRC if the name or home address of any partner in the business changes. (This last point is often overlooked by partnerships.)

You need to tell HMRC about the above changes within 30 calendar days.

If you are the sole owner of a business and go into partnership, or your partnership ceases to exist and one of the former partners becomes the sole owner of the business, this is a change in the legal status of your business. See the following section for what to do when the legal status of your business changes.

### **Changes in the legal status of a business**

A change in the legal status of your business might happen when, for example, a company (or other incorporated body) is formed to take over a business previously run by a sole proprietor or group of people, such as a partnership or club – or if a business previously carried on by a company (or other incorporated body) is taken over by a sole proprietor or group of people.

If you change the legal status of your business, then you must complete a new VAT registration application. You must also either:

- transfer the VAT registration number to the new registration, if you want to; or
- cancel the existing registration, in which case you will be given a new VAT registration number.

### **Changes to goods and services supplied**

You need to tell HMRC within 30 calendar days if your main business activity changes, eg if you are registered for VAT because you supply goods and/or services that are VAT taxable, but you stop making VAT taxable supplies

### **A drop in turnover**

You can ask HMRC to cancel your VAT registration when your annual VAT taxable turnover falls, or you expect it to fall in the next 12 months, below the threshold for deregistration – currently £66,000.

### **Changes to your bank details**

You must inform HMRC if your bank details change, because these details are used to make repayments to you. If you pay your VAT by Direct Debit, you will also have to change your Direct Debit Instruction.

If you use the Annual Accounting Scheme and you change your bank account number and/or sort code, then this will affect your Direct Debit arrangements for your payments under the scheme.

### **Closing or selling a business**

If you close or sell your business, you must cancel your VAT registration.

### **Filing VAT Returns Online**

As from the **1st April 2010** newly registered businesses and all other business with an annual turnover of £100,000 (excluding VAT) will be required to submit their VAT returns online and pay any VAT electronically.

Although the VAT Return now has to be filed online there is no need to change the way you keep your existing records. The online VAT Return is almost identical to the paper version and needs to be completed in the same way.

So that you can file your VAT Return online, firstly you need to sign up to the VAT online services through the HMRC website. The whole process is very easy, straightforward and secure. One benefit I am sure you will welcome is that by filing online you will receive a further seven days in addition to the normal one month deadline to file your return and for the payment to reach the HMRC bank account. You will be required to make payments electronically either by internet banking, telephone banking or direct debit. If paying by direct debit there is one point that you should be aware of, set up the direct debit as soon as possible as it needs to be in place a full five working days prior to filing of the Return online.



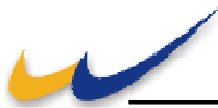
If you are concerned about any aspect of this new requirement, please contact Baljit Raiyat at our Wednesbury office and she will be able to allay any of your doubts and answer any concerns, telephone her on 0121 556 1072 or alternatively you can email her on [balraiyat@wright-co.com](mailto:balraiyat@wright-co.com)



### **Wright advice:**

*If any of the changes outlined above occur in relation to your business, please contact us and we will advise you as to how to inform HMRC of the change(s). Please note that there are additional regulations governing changes in relation to groups of companies and businesses which trade overseas. If you require information about these types of business, please contact us.*

## THINKING OF CONTINUING YOUR STUDIES? CONSIDER APPLYING FOR AN EDUCATION MAINTENANCE ALLOWANCE



At this time of the year many students are considering continuing their studies at their own school's sixth form, the sixth form of another school, or at a sixth-form college. However, in certain households the lack of funds to finance these studies may be a problem. If this is the case, you could consider applying for an Education Maintenance Allowance (EMA). The government has given details of the EMA on its [Directgov](#) website and we summarise this guidance below.

### **The basics of the allowance**

The EMA comes in weekly payments of £10, £20 or £30 which go directly into the student's bank account.

The amount a student receives is calculated by looking at the student's household income. Part-time work undertaken by the student and any benefits received by the student's parents will not affect the amount of the EMA.

In addition to the weekly allowance a student can also receive a bonus and these are determined by the work put in by the student and the targets set by his or her teacher, tutor or provider.

### **Eligibility for the allowance**

The following criteria will determine whether or not a student is eligible for the EMA:

#### *Age*

The student must be aged 16, 17 or 18 and have either left or is about to leave compulsory education.

#### *The course undertaken*

The student must be enrolled on one of the following courses which are held in England:

- a full-time further education course at a college or school
- an LSC-funded Diploma (where available) or a course that leads to an Apprenticeship
- an LSC-funded Entry to Employment (e2e) course (if the student is on an e2e course, he or she will get the maximum £30 weekly EMA payment regardless of the student's household income)

*The student's household income*

Eligibility for an EMA is determined by the student's household income which for the academic year commencing in September 2009 is based on the income for the tax year 2008/09. The amount of this income must be below £30,810.

The amount of the weekly EMA is calculated according to the household income as follows:

<b>Annual household income</b>	<b>Amount of weekly EMA</b>
Up to £20,817	£30
£20,818 to £25,521	£20
£25,522 to £30,810	£10



***Wright advice:***

*If you feel that you fulfill the above eligibility criteria please contact us and we will advise you as to how to apply for the EMA.*



**THE LASTING POWER OF ATTORNEY**

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From time to time circumstances may arise when an individual either no longer wishes to make decisions concerning their affairs (including their property) or their personal welfare. These circumstances usually come about due to mental incapacity.

In these situations the individual (known as the Donor) can complete what is known as a Lasting power of Attorney (LPA) whereby he or she chooses someone (known as the Attorney) who is empowered to make decisions for the Donor.

Note that in the case of mental incapacity the LPA can only be created before the Donor lacks mental capacity. In other words the Donor must have the mental capacity to complete the LPA.

In order for an LPA to be used it must first be registered with the Office of the Public Guardian (OPG). However it is permissible, and very common, for the LPA to be taken out

and not registered until the Donor wishes it to be registered or until the Donor lacks the necessary mental capacity to make the decisions referred to above.

There are two different types of LPA:

- a Personal Welfare LPA; and
- a Property and Affairs LPA

#### *A Personal Welfare LPA*

This type of LPA allows the Attorney to make decisions on the Donor's behalf concerning their personal welfare. This will include whether to give or refuse consent to medical treatment on the Donor's behalf and deciding where the Donor is to live.

#### *A Property and Affairs LPA*

This type of LPA allows the Attorney to make decisions on the Donor's behalf about his or her property and affairs, including paying the Donor's bills, collecting their benefits or other income, or selling their house, subject to any restrictions and conditions.

An LPA can be made by any person who is aged 18 or over and who possesses the mental capacity to make an LPA. You cannot have a joint LPA – there must be a separate LPA for each individual. So, for example, you cannot have a joint LPA for a husband and wife.

In addition to the Donor and the Attorney (see above) there are three other important individuals, all of whom must be named in the LPA. These individuals act as important safeguards to protect the interests of the Donor.

#### *The "named person".*

The named person is a person chosen by the Donor and stated on the LPA who must be notified when an application is to be made to register the LPA. The named person can object to the application.

#### *The certificate provider.*

This person must certify that the Donor understands the LPA and has not been put under any pressure to make the LPA.

#### *A witness*

The witness confirms that they witnessed the Donor or Attorney signing and dating the LPA.

#### **The Enduring Power of Attorney (EPA)**

The Mental Capacity Act replaced the EPA with the LPA. It is no longer possible to make an EPA or to amend an existing EPA. However, if an unregistered EPA is in existence it can still be used provided that it is registered with the OPG.

An individual can revoke an existing unregistered EPA with a LPA provided that the individual has the mental capacity to do so at the time of the revocation and replacement.

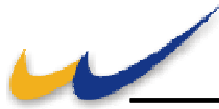


***Wright advice:***

*Mental capacity is not uncommon especially as age creeps in. Such incapacity can take many forms, amongst the common being dementia. In addition, whilst an individual may still have mental capacity, they may lose the will or desire to make decisions simply because of their age. At times such as these the LPA can be of great assistance to the individual and can safeguard their interests.*

*It is important that an LPA is taken out before any mental incapacity occurs and it is equally important that the right persons are named as the Attorney, the named person, the certificate provider and the witness.*

*Expert advice should, of course, always be taken when drafting and preparing the LPA.*



## DEFERRING YOUR STATE PENSION – WORTHY OF CONSIDERATION

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Those individuals nearing retirement age and contemplating taking out their State Pension, may wish to consider putting off their claim to State Pension. If you do so you can claim either additional State Pension or a one-off taxable lump sum payment. The rules can be summarised as follows.

When you have reached retirement age you do not have to retire and claim your State Pension. Instead you can put off claiming your Pension and instead be eligible for extra Pension. Those individuals who have reached retirement age and are already claiming the State Pension can stop claiming it for a period of time and can also earn extra Pension.

More and more individuals are putting off making a claim as statistically people are living longer and are able to work beyond their retirement age. If you do decide not to claim the Pension or to stop receiving it if you are already doing so, you have a choice, either:

- earn an increase in your State Pension for every five weeks that you put off claiming. Note that you must have put off claiming for five weeks before you start earning the extra Pension. For every five weeks you put off claiming you will earn an additional one per cent of your State Pension. This equates to approximately 10.4 per cent for every full year you put off claiming; or
- receive a one-off lump sum payment if you have put off claiming for at least 12 consecutive months. The complete period of 12 months must have fallen after 5

April 2005. After receiving the lump sum payment you will then start receiving your State Pension again as normal. The lump sum payment you will receive will be based on the normal weekly State Pension you would have received, together with weekly interest added and compounded.

Should you be claiming Pension Credit, Housing Benefit or Council Tax Benefit these benefits are not affected by the lump sum payment. However certain other benefits may affect the computation of your lump sum payment, eg Carer's Allowance, Incapacity Benefit and Widow's Pension.

The lump sum payment is taxed at the highest tax rate that applies to your other income.



**Wright advice:**

*Deferral of State Pension may be attractive to those who continue to work after retirement age. However, whilst the interest rate seems attractive, together with the fact that the amount of the State Pension and the additional amount are paid for the remainder of the individual's life, remember that you have got to sacrifice your existing State Pension for a period in order to claim the increased amount. Please consult us before deciding whether to claim extra State Pension or take a one-off lump sum payment. There are a number of factors to take into account such as when to take the lump sum payment, eg you can take the lump sum payment in the tax year after you have finished working. This may help as you may be able to pay tax on the lump sum at a lower rate.*



## INCREASE IN ISA LIMITS

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In his Budget statement in the spring of 2009, the Chancellor announced an increase in the ISA investment limit which was effective from 6 October 2009. The *Individual Savings Account (Amendment) Regulations 2009* (SI 2009/1550) give effect to the change.

From 6 October 2009, the ISA subscription limit was increased to £10,200 for anyone eligible to invest in an ISA who was born on or before 5 April 1960 (that is, who will be aged 60 or over during the 2009/10 tax year). Up to £5,100 of the new ISA allowance can be saved in a cash ISA with one provider. The remainder of the £10,200 can be invested in a stocks and shares ISA with either the same or another provider. Alternatively, the full £10,200 can be invested in a stocks and shares ISA with one provider.

These higher limits apply to **all** eligible ISA investors (ie including those born after 5 April 1960) with effect from 6 April 2010.

The following examples have been provided by HMRC to demonstrate how the new limits will apply:

#### **Example 1**

An individual is aged 65. He has not opened an ISA in tax year 2009/10. From 6 October 2009 his ISA allowance is £10,200. Up to £5,100 of his allowance can be saved in a cash ISA with one provider. The remainder of the £10,200 can be invested in a stocks and shares ISA with either the same or another provider. Alternatively, the full £10,200 can be invested in a stocks and shares ISA with one provider.

#### **Example 2**

An individual is aged 70. She has opened a cash ISA in 2009/10 in which she has subscribed £3,600. From 6 October 2009 she has an ISA allowance of £10,200. She could save up to another £6,600 in ISAs. This could be up to £1,500 in the same cash ISA, or up to £6,600 in a stocks and shares ISA with either the same or another provider, or a combination of both.

#### **Example 3**

An individual's fiftieth birthday falls on 15 March 2010. He has opened up a stocks and shares ISA in 2009–10 in which he has subscribed £7,200. From 6 October 2009 he can save up to another £3,000 in ISAs. This could be up to £3,000 in the same stocks and shares ISA, or up to £3,000 in a cash ISA with either the same or another provider, or a combination of both.



#### ***Wright advice:***

*Those clients who are interested in taking out an ISA or increasing an existing ISA may wish to consult us before doing so.*



## **VOLUNTARY REGISTRATION FOR VAT**

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Those clients who are starting up in business may wish to consider registering for VAT even if their turnover is or will be below the threshold at which they must register. H M Revenue & Customs has issued the following guidance to those who are contemplating voluntary registration.

“There are potential cashflow advantages of being able to charge VAT on your sales and claim back VAT on your purchases, which you may benefit from depending on your circumstances. For example:

- if you sell zero-rated items and buy standard-rated items you would receive a VAT refund from HMRC
- if you have not yet sold anything or don't sell anything during a VAT accounting period, you may still be able to claim VAT back on your purchases.

If you're thinking about registering voluntarily, you might want to check the rules for reclaiming VAT on purchases made before registration. There is a time limit of three years for goods, and six months for services.

You may be able to backdate your voluntary VAT registration by up to three years. You will have to account for VAT on any VAT taxable supplies you've made after your chosen date, and you won't be able to reclaim any VAT on your purchases unless you have the right evidence, and meet the other conditions for reclaiming VAT.

### **Responsibilities of voluntary registration**

If you decide to voluntarily register for VAT, you have exactly the same responsibilities as someone who must register. You must keep all required VAT records and issue VAT invoices. You also have to complete and submit a VAT Return at regular intervals, along with your payment if one is due.”



#### ***Wright advice:***

*There certainly can be advantages in registering for VAT on a voluntary basis as outlined above. Please consult us if you require further advice and guidance. Those businesses who are able to may wish to consider backdating their voluntary registration, provided they have retained the evidence required to claim any input tax.*



## **BUSINESS INSURANCE – DON'T FALL INTO THE TRAP**

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It's likely that, when many of us fill in our business insurance proposal forms, we rarely read the small print, and there can be a temptation to be a little “economical with the truth” when answering some questions, probably because we don't have the time to look for all the information that's needed to provide the detail, or we fear a higher premium. It's also true that, when our circumstances change, we rarely give a thought to whether those change(s)

might affect our business insurance. Quite simply, it's not likely to be the first thing on our minds at the time.

So, a word of warning. You can find yourself without insurance, or with limited cover, if you make a claim and it's found that you have not made a full disclosure of all relevant facts and circumstances at the time of renewal or if, since renewal, your circumstances have changed and you have failed to notify the change(s) to your insurance company.

For example, are you aware that an almost-universal question asks if any director has been convicted of any offence (other than a minor speeding offence)? If you have any convictions, you may find it impossible to get insurance, and if you obtain insurance by accepting the temptation to withhold this information, you are likely to have severe problems in the event of a claim. If a conviction occurs AFTER renewal, how many of us would think to tell the insurance company? Yet if we don't, our insurance may be declared null and void, just when we most need it.

We have seen cases where Directors, due to convictions, have had to resign and be replaced in order to obtain business insurance. The insurance companies have found that, statistically, fraudulent claims are much more likely to come from those who have convictions to their name and, as a result, they are overly-cautious.

We have seen a case, in the Construction Industry, where the insurance proposal and renewal forms asked for the number of sub-contractors working for the company. This was normally a small number, but at one renewal the company had taken on a larger-than-normal contract and had a lot more subbies working at that time. It was only a temporary situation, and no-one thought to notify the insurance company about the change. A big claim arose, the insurance company refused to pay-up, and the company ended up in liquidation.

Being without insurance is a serious, possibly terminal, risk to any business, so don't fall into the trap.



***Wright advice:***

***None of us welcome extra insurance premiums, but the consequences of failure are potentially much more expensive. Take great care when renewing your insurance, and also when significant changes occur in your business. Make sure you keep your insurance company informed, or you might find yourself in serious problems.***



## THE BANKING CODE – WILL YOU BE ABLE TO CLAIM AGAINST YOUR BANK

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It is becoming more and more common for individuals to have money taken from their bank accounts by electronic theft. On numerous occasions this is due to the individual being careless about keeping passwords and PIN numbers secret. Many individuals are of the opinion that they will be able to reclaim any stolen monies from their bank should this situation arise, but this may not be the case. Set out below are extracts from the Banking Code which the majority of banks subscribe to. Note paragraph 12.11 of the Code which states that the bank may not be liable if the individual fails to exercise reasonable care.

“12.11 If you act fraudulently, you will be responsible for all losses on your account. If you act without reasonable care, and this causes losses, you may be responsible for them. (This may apply, for example, if you do not follow section 12.5 or 12.9 or you do not keep to your account’s terms and conditions.)”

Sections 12.5 and 12.9 referred to above state as follows:

### **“Taking care**

12.5 Taking care of your cheques, passbook, cards, electronic purse, PINs and other security information is essential to help prevent fraud and protect your accounts. Please make sure that you follow the advice given below.

- Do not keep your chequebook and cards together.
- Do not let anyone else use your card, and do not tell anyone else your PIN, password or other security information.
- Your bank or building society will never ask you to tell them your PIN. If you are in any doubt about whether a caller is genuine or if you are suspicious about them, take their details and call us.
- If you change your PIN, you should choose your new PIN carefully.
- Try to remember your PIN, password and other security information, and securely destroy the notice as soon as you receive it.
- Never write down or record your PIN, password or other security information.
- Always take reasonable steps to keep your card safe and your PIN, password and other security information secret at all times.
- If your card issuer takes part in a secure online payment system (such as Verified by Visa or MasterCard SecureCode), consider signing up either at their website or whenever you are given the option while shopping online. This involves you registering a password with your card company, which you will be asked whenever you shop at an online retailer taking part in the scheme. You should keep this password secret.

- Never give your account details or other security information to anyone unless you know who they are and why they need them.
- Keep your card receipts and other information about your account containing personal details (for example, statements) safe and get rid of them carefully.
- Take care when storing or getting rid of information about your accounts. People who commit fraud use many methods, such as 'bin raiding', to get this type of information. You should take simple steps such as shredding printed material.
- Be aware that your post is valuable information in the wrong hands. If you don't receive a bank statement, card statement or any other expected financial information, contact us.
- You will find the APACS website [www.cardwatch.org.uk](http://www.cardwatch.org.uk) a helpful guide on what to do if you suspect card fraud.

### **Online banking**

12.9 Online banking is safe and convenient as long as you take a number of simple precautions. Please make sure you follow the advice given below.

- Keep your PC secure. Use up-to-date anti-virus and spyware software and a personal firewall.
- Keep your passwords and PINs secret.
- We (or the police) will never contact you to ask you for your online banking or payment card PINs, or your password information.
- Treat e-mails you receive from senders claiming to be from your bank or building society with caution and be wary of e-mails or calls asking you for any personal security details.
- Always access internet banking sites by typing the bank or building society's address into your web browser. Never go to an internet banking site from a link in an e-mail and then enter personal details.
- Follow our advice – our websites are usually a good place to get help and guidance on how to stay safe online.
- Visit [www.banksafeonline.org.uk](http://www.banksafeonline.org.uk) for useful information.”



#### ***Wright advice:***

***Many customers of banks never read the Banking Code and yet are the first to complain if things go wrong. Make sure that you take the measures set out in the Code to ensure that you cannot be accused of not exercising reasonable care.***



## CIS TAX TREATMENT QUALIFICATION TEST (TTQT)

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The CIS Tax Treatment Qualification Test (TTQT) went fully automatic during November. This means that the initial and annual compliance checks will be carried out entirely by HMRC's computer, with consequent absence of discretion. At the moment 30% of contractors fail the TTQT, so the further automation of the system may lead to an increase in the failure rate with consequent loss of gross payment status.

Loss of gross payment status is usually disastrous for contractors, so a failure rate of 30% is truly alarming. The vast majority of the cases we see involve late payment of tax – usually monthly PAYE – rather than late submission of returns. And the rules are draconian – one payment more than 14 days late, or three payments late by even one day is enough to trigger loss of gross payment status.

The problem here is that professional advisors may not be aware that PAYE is being paid late as it probably being dealt with in-house by the contractor. Accountants who provide payroll services may also be held accountable by the client if they are aware that PAYE remittances are being paid late, but have not alerted the client to the CIS consequences.

The good news is that if payments are made late by agreement with HMRC under a Business Support Plan they do not count as failures for the TTQT. So the lesson is clearly to make early intervention with the client at the first hint of cashflow problems and get a Business Support Plan agreed. We have heard reports that HMRC have begun to tighten up their approach to such requests recently and may now require supporting evidence which they previously did not.

If the worst happens, and you receive notice of impending loss of gross payment status we can help you with all aspects of the appeal process. Again, the good news here is that whilst HMRC's guidance on what constitutes a reasonable excuse is very restrictive, official statistics show that a surprising 70% of appeals are successful. There is a very high degree of local discretion so the important point is to invest in a properly prepared appeal submission. HMRC's definitions of reasonable excuses tend to concentrate on one-off events such as illness, IT systems failure, unexpected bad debt etc. Arguing the case on the basis of chronic ongoing cashflow, or inadequate management procedures is much harder, but not impossible. It may also be possible to deploy alternative strategies to avoid the need for an appeal altogether.



### ***Wright advice:***

***If you need support in preparing an appeal, Internal review, or a tribunal hearing, or if you would like to discuss alternative strategies please call us immediately.***



## HMRC BANK ACCOUNTS – MAKE SURE YOU USE THE NEW ONES

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Those clients who make payments to HM Revenue & Customs (HMRC) should note that during 2009 HMRC moved its banking services from the Bank of England to Citi and Royal Bank of Scotland Group. This meant that all HMRC bank sort codes and account numbers changed during 2009.

HMRC has posted the following advice on its website in relation to making payments.

“Although HMRC temporarily continued to accept payments made using the old Bank of England account details, this will change during 2010 when the old accounts will be closed. If you’ve not yet set up your payments to go to the new accounts please do so now – see below for more on how to do this. If you pay by Bank Giro, please make sure you use one of the newly issued payslips slips.

If you are paying HMRC by Direct Debit you don’t need to do anything. Your Direct Debit instruction remains active.

### **Return of payments made to old accounts**

From 2010, if you make a payment using the old bank account numbers it may be returned. This could result in your payment reaching HMRC late, which in turn could lead to your being charged a late payment penalty, interest or surcharges.

### **New account details for BACS Direct Credit, Internet/telephone banking or CHAPS**

To check the new HMRC bank account details for payments by BACS Direct Credit, Internet/telephone banking or CHAPS please follow the link [on the website] and read the relevant guide for the type of tax or other payment you’re making.

### **New account details if you pay by Bank Giro**

When making a payment you must ensure that you are using a payslip that contains HMRC’s new NatWest (which is part of the Royal Bank of Scotland Group) account details. Please don’t use any payslips containing the old Bank of England details.

HMRC has updated most of its payslips that are issued to customers. If you only have payslips that contain HMRC’s old Bank of England account details please contact the office that issued them to you and ask for replacements.”



### ***Wright advice:***

***Check how you are making payments to HMRC and ensure that you are following their instructions in relation to the bank accounts to use.***

## INCREASE IN MINIMUM PENSION AGE



We would remind our readers that further to the government's announcement in 2003, the normal pension age will rise from 50 to 55 from 6 April this year. From that date, individuals will normally only be allowed to start receiving their pension from either an occupational or personal pension scheme when they are aged 55 or over. There are exceptions to this rule, such as when the individual has severe health problems.

Those individuals who are aged between 50 and 55 and who are already receiving a pension are not affected by the increase in the minimum pension age.

At the same time as the government announced the intended increase in the minimum pension age it also changed the rules relating to the taking of an occupational pension. Under the previous rules an individual had to leave his or her employment in order to access an employer's occupational pension. The government recognised that in many instances individuals did not wish to retire at the minimum pension age and wanted to continue to work. The rules have now been relaxed to allow access to an occupational pension even whilst still working.



### ***Wright advice:***

*Those individuals who are approaching the new minimum pension age or who wish to continue working after this age should make sure that they take appropriate advice concerning the tax treatment of any pension payments made to them. Please consult us if you wish to receive further guidance.*

## LATE FILING OF ACCOUNTS



In October last year the Independent Adjudicator to Companies House published his annual report. The Adjudicator stated that his principal role is to deal with appeals against penalties levied by Companies House in relation to the late filing of accounts by companies. Set out below is a summary of the more important points raised by the Adjudicator in his report which should serve as a reminder to readers in relation to the filing of their company accounts on time. In addition, we also include details relating to the changes to the filing regulations contained in the Companies Act 2006.

Before we look at the comments made by the Adjudicator we would remind readers that in two regards companies should be more aware of the need to file their accounts on time:

- 1 The Companies Act 2006 reduces the time a company has to file its accounts. The time period for public companies has been reduced from 7 months to 6 months, and for private companies from 10 months to 9 months.
- 2 The penalties levied for late account filing have been increased. For example, for a private company whose accounts are late by up to one month, the penalty has increased from £100 to £150 and in the case of accounts that are late between 1 month and 3 months the penalty is increased from £100 to £375.

In his report the Adjudicator lists the various reasons given by companies for their accounts being filed late. Amongst the most common reasons are:

- Director ill, bereaved or catastrophe occurred
- Postal delay
- Lost in post

The Adjudicator commented as follows in relation to the above reasons

*Director ill, bereaved or catastrophe occurred*

“The greatest number of appeals were on the grounds that the director had been ill or had suffered a catastrophe. Such appeals can only be entertained for a sole director or where all directors are affected, and where the event occurred shortly before the filing deadline.”

*Postal delay or lost in post*

“The next two largest categories related to accounts which were delivered after the deadline due to a delay in the post, followed by accounts which were lost in the post. Companies House advises directors not to leave it until the last minute to send accounts or, if they do, to use a guaranteed delivery service with consequential loss cover.”



***Wright advice:***

***In relation to delays in the postal service or items lost in the post the Adjudicator advised as follows:***

***“It is good practice to check if accounts have been received at Companies House and accepted for filing. This can be done online, by telephone, or by enclosing an acknowledgement slip and a stamped addressed envelope with the accounts which can be returned to the sender to confirm receipt.”***

Finally, we would advise readers that the concession introduced in January 1993 which gave a company 14 days grace if their accounts were delivered on time but subsequently rejected ceased to exist on 1 October 2009 with the introduction of section 706 of the Companies Act 2006. So if accounts are received on or after 1 October 2009 which have to be returned for amendment the company will no longer receive the extra statutory 14 days grace.



**Wright advice:**

*The above change in the law means that in case your company's accounts are rejected for some reason you should still allow extra time to make any amendments and resubmit the accounts within the stipulated time periods.*



**Wright advice:**

*In his report the Adjudicator gave advice concerning informing Companies House that a delay was likely, as follows:*

*"When something happens which means that it is unlikely that accounts can be filed by the due date, an application in writing may be made to Companies House for a short extension as long as it is made before the deadline. In many of these cases, had that been done, the late filing penalty could have been avoided."*



## NEW CODING NOTICES FOR 2010/11

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HM Revenue & Customs (HMRC) has announced as follows:

"From January to March 2010, you may get a PAYE Coding Notice from HM Revenue & Customs telling you what your new tax code will be for the tax year 2010-11. Employers and pension providers will use the new tax codes from 6 April 2010, to make sure you pay the right amount of tax and get the tax allowances and reliefs you are entitled to.

A Coding Notice will not be sent to everyone. If you don't receive one, your employer or pension provider will still be able to update your tax code on 6 April 2010. If you have more than one job or pension, you may receive more than one Coding Notice.

This is the first time the annual coding process will take place using HMRC's new computer system for processing PAYE – the National Insurance and PAYE Service (NPS). Because of improvements introduced by the new system, HMRC expects more people than usual to receive a PAYE Coding Notice for 2010-11.

### *What you need to do with your Coding Notice*

You should:

- check it carefully
- read the notes printed on it and if you think your tax code is correct, take no further action
- keep it for your records

HMRC will tell your employer and/or pension provider what your new tax code is. HMRC will also tell your agent/accountant or anyone you have nominated to deal with your tax affairs.

### *What to do if you think your Coding Notice is wrong*

If your name or address is wrong you can update them online by following the link below. If you think any of the other details are wrong, read our guide below to find out who you can contact. Please note though that HMRC Contact Centres are always very busy at this time of year so you may have to wait longer than usual to get through.”



#### ***Wright advice:***

*If and when you receive your coding notice, make sure that you check it carefully. If you are unsure how to do this or feel that the coding is wrong, consult us and we will check the coding notice for you and, if necessary, contact HMRC to have matters put right.*

## **REVENUE ISSUES REVISED GUIDANCE TO EMPLOYERS AND EMPLOYEES ON EMPLOYER SUPPORTED CHILDCARE**



HM Revenue & Customs (HMRC) has updated its guidance to employers and employees concerning employer supported childcare. This guidance is contained in the following leaflets which can be downloaded from the HMRC website:

- How to help your employees with childcare (E18 (2009))
- Paying for childcare – getting help from your employer (IR115)

The above leaflets contain guidance on:

- Workplace nurseries
- Other childcare provision such as directly contracted childcare

- Childcare vouchers

Whilst employers are not required by law to provide employer-supported childcare to their employees, such support is often provided by employers and can be tax efficient as such support can qualify for Income Tax and National Insurance contributions exemption.



**Wright advice:**

*If you are in employment and have children who need looking after whilst you are at work, some of the childcare support schemes may be of interest to you. If your employer doesn't provide support services this may be because they are unaware of such services. It may be that, once they have been informed of the tax advantages, they would be prepared to offer this support.*



## VAT WRONGDOING PENALTIES

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Those of our readers who are registered for VAT should be aware that HM Revenue & Customs (HMRC), in an attempt to prevent abuse in the VAT and Excise tax systems, is from 1 April this year introducing new penalties known as wrongdoing penalties.

These penalties will be applied in the following circumstances:

Where a person:

- issues an invoice that includes VAT which the person is not entitled to charge
- handles goods on which Excise Duty has not been paid or deferred
- uses a product in a way that means more Excise Duty should have been paid
- supplies a product at a lower rate of Excise Duty knowing that it will be used in a way that means a higher rate of Excise Duty should be paid.

The penalties will be a percentage of the potential lost revenue. So, for example, if you issue an unauthorised invoice that includes VAT the penalty will be a percentage of the VAT amount.

The percentage rate will depend on whether the wrongdoing is:

- deliberate and concealed
- deliberate but not concealed, or

- not deliberate.

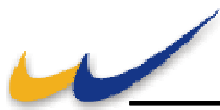
On the assumption that none of our readers will fall into the first two categories listed above but have done something wrong without reasonable excuse, the penalty is 10% of the lost revenue if the disclosure made by the business is unprompted and 20% if the disclosure is prompted.



***Wright advice:***

*The above penalties provide even more evidence of the Revenue's attitude to wrongdoings which has been tightened up considerably in the recent past. Make sure that you are au fait with the VAT regulations and, if you are in any doubt, contact us for advice before any inexcusable errors are discovered during a VAT visit.*

**A COMPANY'S AUTHORISED  
SHARE CAPITAL**



As many of our readers who trade through limited companies will be aware, any company limited by shares and incorporated before 1 October 2009, had to have an authorised (or nominal) share capital. This was the maximum value of share capital that the company could issue if it wanted to. So, if a company had an authorised share capital of £1,000 and had on incorporation only issued one share, it could at any time in the future issue a further £999 worth of shares.

The government was of the opinion that this authorised share capital figure served no useful purpose and indeed caused unnecessary administrative work for companies who wished to issue shares which in value were more than their authorised capital. If a company wanted to do this it had to pass an ordinary resolution increasing its authorised capital and file this, together with a statutory form 123, at Companies House.

The Companies Act 2006 changes the legislation in that any company incorporated after 1 October 2009 no longer has to have an authorised share capital, unless it wants one. If the company's articles of association were silent as to authorised share capital then there would not be any. However, the company could include an article stipulating an authorised capital. (Note that the model articles introduced by the 2006 Act remain silent as to authorised share capital.)

So far, so good. But what about companies incorporated before 1 October 2009? These companies had to have an authorised share capital, details of which were included in the company's memorandum of association. The 2006 Act stated that any matter in a pre-1 October 2009 company's memorandum which was not included in a post 1 October 2009 company's memorandum was, by default, treated as being included in that company's articles of association, without the company having to do anything.

To take an example. A company was incorporated in, say, 2008 with an authorised share capital of £1,000. The paragraph stating the company's authorised capital is set out in the company's memorandum of association. On 1 October 2009 the share capital clause in the memorandum is automatically transferred to the company's articles (although physically this is not done unless the company wishes to reprint its articles.)

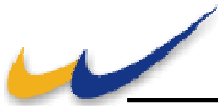
But what happens if, in the future, the company wants to issue shares in excess of its authorised share capital? In this case the company will have to amend its articles either by a resolution increasing its authorised capital or (and this is usually the favoured approach) by passing an ordinary resolution removing the share capital clause from its articles. In this latter case the company will file a copy of the resolution, together with a copy of its original articles, at Companies House. As the company will now no longer have an authorised share capital it can issue as many shares as it wants to in the future.



***Wright advice:***

*In order to remove the necessity of having to increase the authorised share capital of a pre-1 October 2009 company we would advise that the resolution filed at Companies House removes the share capital clause from the company's articles. Please consult us should you wish us to advise as to the drafting of the necessary resolution.*

## ADVICE FROM THE REVENUE ON STUDENT LOANS



HM Revenue & Customs (HMRC) has published a guide for employers and employees to assist in answering common student loan queries. The guidance includes information on the following topics:

- What are Student Loans?
- The Student Loans Company
- How HMRC and Employers collect loan repayments

- How Student Loans work within Pay as You Earn
- Record keeping



**Wright advice:**

*Many students now apply for and receive Student Loans to assist them financially whilst carrying out their studies. HMRC is responsible for collecting repayments of Student Loans made by the Student Loans Company. Employers pay an important part assisting HMRC in collecting the repayment of loans. This leaflet is written for both the student and his or her employer in order to give advice as to the tax treatment of loan repayments.*

**END OF YEAR –  
ARE YOU READY?**

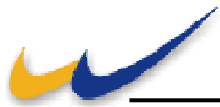


From 2009/10 the employer's annual return will need to be filed online. There will be no more paper filing for small employers, i.e. those with fewer than 50 employees. H M Revenue & Customs will issue a penalty if a paper version is received, even if it is submitted before 19<sup>th</sup> May 2010.

You need to ensure that you have the necessary facility in place to complete your returns online. We advise that you do not leave this to the last minute and now is a good time to ensure that your registration is in place.



You can register online via the H M Revenue & Customs website or alternatively if you would prefer us to file the return on your behalf, please do not hesitate to contact Dot Carter at our Wednesbury office on **0121 556 1072**. Alternatively you could email her [dotcarter@wright-co.com](mailto:dotcarter@wright-co.com).



# PAYING PAYE ON TIME

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**FROM MAY 2010 YOU MAY HAVE TO PAY A PENALTY IF YOU DO NOT  
PAY THE PAYE DUE EACH MONTH, ON TIME AND IN FULL**

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**H M REVENUE & CUSTOMS** INTEND TO IMPLEMENT LATE PAYMENT PENALTIES FOR PAYMENTS DUE FROM MAY 2010. FROM THEN ON, YOU MAY HAVE TO PAY PENALTIES IF YOU MAKE MORE THAN ONE PAYE PAYMENT LATE. THE NEW PENALTIES WILL APPLY TO ALL EMPLOYERS. YOU SHOULD LET H M REVENUE & CUSTOMS KNOW AS SOON AS YOU KNOW THAT YOU WILL NOT BE ABLE TO PAY ON TIME.

## **HOW THE NEW PENALTIES WILL WORK:**

THE PENALTIES WILL BE A PERCENTAGE OF THE AMOUNT YOU PAY LATE. THEY WILL START AT 1% AND INCREASE TO 4% DEPENDING ON THE NUMBER OF LATE PAYMENTS IN A YEAR.

THERE ARE ALSO PENALTIES OF 5% IF ANY OF THE PAYE DUE IS STILL NOT PAID AFTER 6 MONTHS; AND AGAIN AFTER 12 MONTHS.

YOU WILL NOT GET A PENALTY IF YOU HAVE A REASONABLE EXCUSE FOR BEING LATE OR IF YOU ARE ONLY LATE ONCE IN A TAX YEAR (UNLESS THAT PAYMENT IS MORE THAN 6 MONTHS OVERDUE). YOU CAN ALSO APPEAL AGAINST THE PENALTY IF YOU DISAGREE WITH H M REVENUE & CUSTOMS' DECISION TO IMPOSE IT, OR IF YOU BELIEVE THAT THE AMOUNT OF THE PENALTY IS WRONG.

## **AVOIDING PENALTIES:**

TO MAKE SURE YOU AVOID PENALTIES PLEASE PAY THE RIGHT AMOUNTS, ON TIME. YOU CAN FIND MORE INFORMATION ABOUT HOW TO CALCULATE WHAT YOU OWE AT

[www.hmrc.gov.uk/payee/payroll/day-to-day/calculations.htm](http://www.hmrc.gov.uk/payee/payroll/day-to-day/calculations.htm)

## **WHEN YOU SHOULD PAY:**

THE PAYE PAYMENT DEADLINES ARE:

- 22<sup>ND</sup> OF THE MONTH FOR YOUR CLEARED ELECTRONIC PAYMENT TO REACH OUR ACCOUNT. "ELECTRONIC PAYMENT" MEANS DIRECT DEBIT, BACS DIRECT CREDIT, DEBIT CARD, CREDIT CARD, CHAPS, PAYMASTER, GOVERNMENT BANKING SERVICES TRANSFER, BANK GIRO, AND ALLIANCE AND LEICESTER COMMERCIAL BANK (PAYMENTS MADE THROUGH THE POST OFFICE)
- 19<sup>TH</sup> OF THE MONTH IF YOU SEND YOUR PAYMENT BY POST.

IF THESE DATES FALL ON A WEEKEND OF BANK HOLIDAY YOUR PAYMENT NEEDS TO REACH US ON THE LAST BANK WORKING DAY BEFORE THE 19<sup>TH</sup> OR 22<sup>ND</sup>.

IF THE AMOUNTS YOU PAY ARE LIKELY TO AVERAGE LESS THAN £1,500 PER MONTH OVER THE YEAR, YOU CAN PAY QUARTERLY.

## **WHAT IF YOU HAVE NOTHING TO PAY:**

IF YOU DON'T HAVE ANYTHING TO PAY FOR A MONTH OR QUARTER, IT'S IMPORTANT YOU LET H M REVENUE & CUSTOMS KNOW. THIS WILL STOP THEM SENDING ANY UNNECESSARY REMINDERS. YOU CAN DO THIS AS FOLLOWS:- COMPLETING A FORM ONLINE AT

[www.hmrc.gov.uk/payinghmrc/payee-nil.htm](http://www.hmrc.gov.uk/payinghmrc/payee-nil.htm)

SENDING THEM A SIGNED PAYSリップ FOR THE CORRECT MONTH OR QUARTER MARKED "NIL DUE", IF YOU STILL RECEIVE A PAYSリップ BOOKLET.

TELEPHONE 0845 366 7816 AND PROVIDE YOUR ACCOUNTS OFFICE REFERENCE NUMBER AND THE DETAILS OF THE MONTH OR QUARTER FOR WHICH NO PAYMENT IS DUE.



*Gerry Trapani has been an accounts senior at Wright & Co since 2007 and has worked in accountancy since 1999. He has extensive experience in tax, audit and Sage training and implementation of systems.*

*If you feel that your business would benefit from a book-keeping review please do not hesitate to get in touch.*

## ***Are you feeling stressed with your book-keeping?***

Being a practice that became fully computerised some years ago it gives us a good understanding of many areas where improvement to your business could be made and knowing your business we are in an excellent position to advise you.

If you are unsure whether your current book-keeping system is the right one for you, let us review your system and we can then advise on some of the following issues:

- How to spend less time with your book-keeping using a Sage system;
- The right book-keeping system for your business;
- Onsite training.

If you would like Gerry to come out to you to review your book-keeping we can offer this service free of charge if you book before the end of April 2010.

For our clients who already work with Sage, now could be the perfect time to upgrade. We have discounts available this month for Sage 50 Accounts for Version 10 or below, Version 11, Version 12 and Version 13. Please give us a call this month to discuss the discounts available.

On the following page we have given you a comparison between some of the packages available from Sage. If you have any specific questions or requirements please give us a call today.

Feature	Instant Accounts	Instant Accounts Plus	Sage 50 Accounts	Sage 50 Accounts Plus	Sage 50 Accounts Professional
Business Diary	■	■	■	■	■
Business Overview (Basic)	■	■	■	■	■
Database	■	■	■	■	■
Sales, Purchase, Nominal Ledger	■	■	■	■	■
Credit Control	Basic	Basic	Advanced	Advanced	Advanced
Online VAT submissions			■	■	■
VAT Returns and workings	Standard, VAT Cash Accounting, Irish Cash Accounting				
Bank (Cash book) & reconciliations	■	■	■	■	■
Invoicing	■	■	■	Advanced	Advanced
Quotations	■	■	■	■	■
Full integration with MS Office	■	■	■	■	■
E-Banking Payments & Reconciliations	■	■	■	■	■
Financial Reports – Trial Balance, Profit & Loss, Balance Sheet	■	■	Advanced	Advanced	Advanced
Budget Management	Basic	Basic	Advanced	Advance	Advanced
Email reports, Invoices, Credit Notes, Statements & Remittance Advice(PDF)	■	■	■	■	■
Euro currency calculator & invoices	■	■	■	■	■
Discounts	■	■	■	■	■
Stock Control		Basic	Advanced	Advance	Advance
Cash flow planner			■	■	■
Historical data analysis			■	■	■
Project costing				■	■
Individual Customer & Supplier Price Lists				■	■
Stock allocations reserves				■	■
Delivery notes					■
Purchase order processing					■
Cash sales					■
Intrastat Support					■
Support	Additional Charge				
Network Capability Option	Single	2 user*	2 user*	2 user*	10 user*
Companies	Single	Multi*	Multi*	Multi*	Multi*



## CONTACT US

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Jodie Daly - [jodiedaly@wright-co.com](mailto:jodiedaly@wright-co.com)



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**9 Stafford Street, Brewwood, Stafford, ST19 9DX**

**Telephone - 01902 850828**

**Fax - 01902 850331**

## Train Your Business Brain

### Sage Accounts Packages:

Current Version: 16 (Released 2009/2010)

#### Sage Instant

Instant Accounts	RRP £ 115.00
Instant Accounts Plus	RRP £ 170.00

#### Sage 50 Accounts

Sage 50 Accounts	RRP £ 550.00
Sage 50 Accounts Plus	RRP £ 750.00
Sage 50 Accounts Professional	RRP £1,075.00

*Discounts available.*

*Contact Wright & Co for further details*

### Sage Training Courses:

#### **Class room courses include:**

- Sage Instant Accounts
- Sage 50 Accounts
- Sage 50 Accounts Report Design
- Linking Sage 50 Accounts to Microsoft® Office
- ACT! by Sage
- Microsoft® Excel

Various locations throughout the UK  
(Local Venue – Birmingham)

#### **Self Study Courses include:**

- Sage Instant Accounts
- Sage 50 Accounts

### Already Using an Old version of Sage?

Sage packages are always being improved with additional and more user friendly features added.

Many of the older versions are no longer supported by Sage. Data from older versions are not easily converted to new versions, so it is vital for any upgrades to be done as soon as possible. If you are currently using an old version of Sage contact Wright & Co for details of how to upgrade.

There has never been a better time to upgrade because discounts are available from Wright & Co.

#### Contact Details:

For a full list of the packages available and to book your Sage training and support contact Gerry.

email

[gerrytrapani@wright-co.com](mailto:gerrytrapani@wright-co.com)

Tel: 0121 556 1072

### Sage training, system implementation and support by Wright & Co

At Wright & Co we will not just sell you any Sage Package. We will evaluate your needs and requirements and advise accordingly.

After the initial installation of Sage we will work with you (onsite) and provide a step-by-step training programme. Only moving on to the next stage when you feel comfortable and ready to do so.

We will input all opening balances from your accounts so that your system starts on a solid basis. As your accountants we already have a good understanding of your business and therefore can help and advice according to your needs.

We provide tips and best practice procedures to enable for you to use Sage to run your business effectively and efficiently.

The support does not stop when the training ends but we will maintain contact with you to ensure that any issues are resolved quickly.