

Becoming a member in practice

Is it for you?

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AAT is a registered charity. No. 1050724





A little bit about me

- Worked in finance since 1979.
- AAT member since 1998.
- Licensed MIP since 2001.
- Council Member, AAT President 2012/2013.
- Local AAT Working Together representative.

And in his spare time...

- Silverstone Marshals Team at Silverstone Motor Racing Circuit, rescuing drivers and their cars.

Not to be confused with...



No relation!



No relation!





Today's plan of action

Some of my experiences, some tips and some advice.

The decision is yours!

So – Lets get started – assuming Sole Trader status

- Register with HM Revenue and Customs
- Arrange payment of Class 2 NI
- Register for Data Protection?
- Register for VAT?
- Open business bank account (Client account?)
- Arrange any necessary insurance
- Premises required?
- Business phone line?



Equipment needed - hardware

- Computer
- Printer
- Telephone/ fax
- Desk
- Filing – consider paperless?
- Scanner
- Stationery/ paper etc.
- Car



Equipment needed - software

- MS Office or equivalent
- Accounting package?
- Tax package?
- Payroll package?
- Company secretarial software?
- Others?



Software providers - accounting

- VT
- Moneysoft
- Quickbooks (also cloud version)
- Sage (also cloud version)
- Iris
- Kashflow (cloud only)
- Xero (cloud only)
- And many more!



Software providers – payroll/ taxation

- Moneysoft
- Iris
- Quickbooks
- Sage
- Forbes
- And many more!



Software provider's websites

- Iris – www.iris.co.uk
- Sage – www.sage.co.uk
- Quickbooks - www.quickbooks.co.uk
- Kashflow - <http://www.kashflow.com/>
- VT Software - www.vtsoftware.co.uk
- Moneysoft – www.moneysoft.co.uk
- Forbes – www.forbes-computers.co.uk



Cutting software costs?

- Advisers programs
- Reseller programs
- Xero free agents and training program



Promoting your business

- Newspaper advertising
- Directory advertising
- Website
- Free internet directories
- Social media
- Networking activities
- Your business cards
- RECOMMENDATIONS



Making it work

- Proceeds of Crime Act/Money Laundering Regulations
- Terms of Engagement Letter
- Obtain Clearance
- Always return calls/emails
- Consider call answering service
- Consider forming alliances
- No job too small?
- Consider your limitations
- Be flexible
- Never be afraid to ask for help!

Fees – A sticky subject!

- Salary £25000
- Employers NI £3200
- Total £28200
- Times three to allow for overheads/profit £85000
- Hours per year 35 x 52 weeks = 1820 hours
- Less holidays = 140 hours
- Less CPD = 30 hours
- Less sickness/other absences = 168 hours
- That leaves 1482 hours
- $£85000 / 1482 = £57$ per hour



Maximising income

- Don't undersell yourself
- Don't let clients take liberties
- Chase overdue accounts
- If all else fails, use specialist solicitors
- Standing orders
- Fee protection plans



Where to work

- Home – hard to separate work/home life
- Office – good for expansion/employment
- Share – cost-effective way to start
- Need to consider long term plans



So – is it for you?

- Personal sacrifice
- Self-starter
- Judgment
- Confidence
- Commitment



Where to get further help and support

- AAT – telephone
- AAT – website
- AAT – branch network
- Federation of Small Businesses
- Accounting Web
- Chamber of Commerce
- Gov.UK
- HM Revenue & Customs
- Network



Useful websites

- AAT – www.aat.org.uk
- FSB – www.fsb.org.uk
- Data Protection Registrar - www.informationcommissioner.gov.uk
- Accounting Web - www.accountingweb.co.uk
- Chamber of Commerce - www.britishchambers.org.uk
- Gov.UK (Was Business Link)- www.gov.uk
- HM Revenue & Customs – www.hmrc.gov.uk



And finally.....

- Any questions?



And it's goodbye from me!

- Good luck and have a safe journey home