



# Information Index

Clear and concise factsheets on business and personal issues

## Starting up in business

Business Plans  
Business Structure - Which Should I Use?  
Could I Really make a Go of it?  
Insuring Your Business  
Raising Finance  
Sources of Finance  
Starting Up in Business

## General business

Bribery Act 2010  
Company Secretarial Duties  
Directors' Responsibilities  
Fraud and How to Spot It  
Grants  
Preparing for your Accountant  
Securing Business Success  
Valuing Your Business

## Corporate and business tax

Business Motoring - Tax Aspects  
Capital Allowances  
Companies - Tax Saving Opportunities  
Construction Industry Scheme  
Corporation Tax Self Assessment  
Corporation Tax - Quarterly Instalment Payments  
Franchising  
Homeworking Costs for the Self-Employed  
Incorporation  
IR35 Personal Service Companies

## VAT

VAT  
VAT Annual Accounting Scheme  
VAT - Bad Debt Relief  
VAT - Cash Accounting  
VAT Flat Rate Scheme  
VAT - Matters for the Smaller Business

## Employment issues (tax)

Employer Provided Cars  
Employer Supported Childcare  
Employment Benefits  
Homeworking and Tax Relief for Employees  
National Insurance  
Payroll - Basic Procedures  
Share Ownership for Employees - EMI  
Travel and Subsistence for Directors and Employees

## Employment and related matters

Age Discrimination

Agency Workers Regulations  
Annual Leave  
Dismissal Procedures  
Health and Safety  
Legal Working in the UK  
Managing Absence  
National Minimum Wage  
Recruitment Procedures  
Redundancy Procedures  
Statutory Sick Pay, Statutory Maternity and Statutory Paternity Pay

## Personal tax

Buy to let Properties  
Charitable Giving  
Child Tax Credit  
Enterprise Investment Scheme  
Individual Savings Accounts  
Non-Domiciled Individuals  
Personal Tax - Self Assessment  
Property Investment - Tax Aspects  
Taxation of the Family  
Venture Capital Trusts

## Capital taxes

Capital Gains Tax  
Capital gains tax and the family home  
Inheritance Tax  
Pre-Owned Assets  
Stamp Duty Land Tax  
Trusts

## Pensions

Occupational Pension Schemes: Trustees' Responsibilities  
Personal and Stakeholder Pensions

## ICT

Accounting Package Selection  
Data Security - Access  
Data Security - Back Up  
Data Security - Data Loss Risk Reduction  
Data Security - Data Protection Act (1988)  
e-commerce - a Guide to Trading Online  
Internet and Email Access Policy  
IT and Internet Terminology

## Specialist areas

Charities: Trustees' Responsibilities  
Community Amateur Sports Clubs  
High Value Dealers  
Limited Liability Partnerships  
Money Laundering and the Proceeds of Crime