



Information Index

Clear and concise factsheets on business and personal issues

Starting up in business

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

General business

- Directors' Responsibilities
- Preparing for your Accountant
- Company Secretarial Duties
- Grants
- Valuing Your Business
- Fraud and How to Spot It

Corporate and business tax

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

VAT

- VAT
- VAT Annual Accounting Scheme
- VAT - Cash Accounting
- VAT Flat Rate Scheme
- VAT - Bad Debt Relief

Employment issues (tax)

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

Employment and related matters

- National Minimum Wage

- Statutory Sick Pay, Statutory Maternity and Statutory Paternity Pay
- Dismissal Procedures
- Recruitment Procedures
- Redundancy Procedures
- Managing Absence
- Health and Safety
- Legal Working in the UK
- Age Discrimination
- Annual Leave

Personal tax

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

Capital taxes

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

Pensions

- Personal and Stakeholder Pensions
- Occupational Pension Schemes: Trustees' Responsibilities

ICT

- IT and Internet Terminology
- Internet and Email Access Policy
- Accounting Package Selection
- Data Security and Data Protection

Specialist areas

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