



**morleyandscott**  
accounting

## Bookkeeping Services

An affordable quality service. First we listen and then we tailor the right solution for you...

“Using Morley and Scott’s bookkeeping services was one of the best decisions we took.”  
– Anders Ljung, Dux Interiors Limited

### Services

Our team of bookkeeping specialists are available to work on-site at your offices as well as off-site, providing a wide range of flexible solutions for you:

- Preparing timely monthly accounts
- Processing sales and purchase invoices
- Preparing and processing VAT returns
- Preparing and submission of Intrastat returns
- Ensuring PAYE and NIC is accounted for correctly and up to date
- Preparing year end files for statutory accounts and audit
- Preparing cash flow and profit projections
- Identifying key performance indicators (KPIs)
- On-site training of staff to use accounting packages
- Advising on and developing accounting systems

Our value-added approach, which goes beyond the mere processing of information, sets us apart from our competitors. We identify your requirements and tailor the right solution for you.

In addition, we produce bespoke business information packs, highlighting financial performance, trends and the position of your business.

This will assist you in making informed and considered management decisions.

### Benefits

The benefits of our services to you include:

- Freeing management to focus on running the business
- Providing up to date accounting records
- Round the year cover of the finance function
- Streamlined year end financial reporting, leading to increased efficiencies
- Assisting management to ensure that VAT, PAYE and other statutory obligations comply and are up to date
- An additional control function to combat fraud
- Savings on recruiting and employing your own staff
- Fixed costs with just one monthly payment agreed in advance

We pride ourselves on the quality of our work, the relationships we develop with our clients, attention to detail and the affordability of our services.

### Contact

If you would like further details on these services or for a non-obligatory quote, contact:

**Stanley Salter, Partner**

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[www.morleyandscott.co.uk](http://www.morleyandscott.co.uk)

## our vision

“enhancing  
the financial  
prosperity of  
all the lives  
we touch”

## our values

## integrity

the cornerstone  
of all our client  
relationships

## ingenuity

creating  
enterprising  
and enduring  
solutions

## intellect

specialist advice  
across the entire  
accountancy  
spectrum



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Authorised and regulated by the Financial Services Authority



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GMN International is an association of  
legally independent accounting firms