

# NEWSLETTER

Best Accountancy Services (Newton Abbot) Limited



## Welcome!

Welcome, to the very first edition of the Best Accountancy Newsletter—we will now be issuing monthly newsletters to our clients to keep you up to date and informed about all of the latest news, events and deadlines.

## 2014 - Round up!

Over the last year we have grown in size, moved down in to the ground floor offices, taken on an additional member of staff, and notably now split from the Plymouth office.

We would like to thank all of our clients who have supported us throughout 2014, and we would like to wish you a very prosperous new year in 2015!

### *Office Opening Times*

#### *over the Festive Period:*

**24th Dec** 9am—1pm

**25th Dec** Closed

**26th Dec** Closed

**27th Dec** Closed

**28th Dec** Closed

**29th Dec** Closed

**30th Dec** Closed

**31st Dec** Closed

**1st Jan** Closed

**2nd Jan** 9am—1pm

## In This Issue

- Tax Deadlines—31st January 2015!
- Free Courses!
- Bookkeeping and Record Keeping!



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## Tax & Tax Return Deadline!

We are now ever nearing the deadline for submitting self-assessment tax returns online, and just incase you have forgotten the deadline for submission is 31st January 2015!

If you still have to submit your tax return—then please contact the office to arrange an appointment so that we can plan with you a timescale in which we can begin preparation of your tax return.

A reminder for those who have already filed their tax returns, the tax payable is due by the 31st January 2015, so please ensure that your cheques or payments are lodged with HM Revenue & Customs, or penalties and interest will begin to accrue on any tax due.

You can pay your tax online at: [www.gov.uk](http://www.gov.uk)

Alternatively, you can pay your tax by cheque, please make the cheque payable to 'HM Revenue & Customs', you will also need to write your Unique Tax Reference on the back of the cheque.

If you need your Unique Tax Reference please phone the office.

## Meet The Team!

Chris Director:

[chris@bestnewtonabbot.co.uk](mailto:chris@bestnewtonabbot.co.uk)

Ann Director:

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[Sandra@bestnewtonabbot.co.uk](mailto:Sandra@bestnewtonabbot.co.uk)

Josh Accounts Manager:

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## Bookkeeping & Record Keeping!

Speaking to many of our clients one of their most boring and confusing jobs is often the bookkeeping and record keeping for their business.

We are now offering the opportunity for us to tailor make a spreadsheet for your business, so that you can keep your records in a better manner, manage and view your cash-flow and forecast for future months.

We will give you detailed instructions on how to use the spreadsheet, and how to keep your records.

Once you are finished with the spreadsheet, simply e-mail it to us, and we will begin preparation of your accounts!



## Free Courses!

HM Revenue & Customs—have for sometime now been offering, free small online Webinars on varying topics.

- Self-employment
- Employers
- VAT
- Construction Industry Scheme
- International Trade

There are courses for everyone, which can be located here:

<https://www.gov.uk/government/collections/hmrc-webinars-email-alerts-and-videos>

**From everyone at Best Accountancy Services we would like to wish you a very Merry Christmas, and a Happy New Year!**

