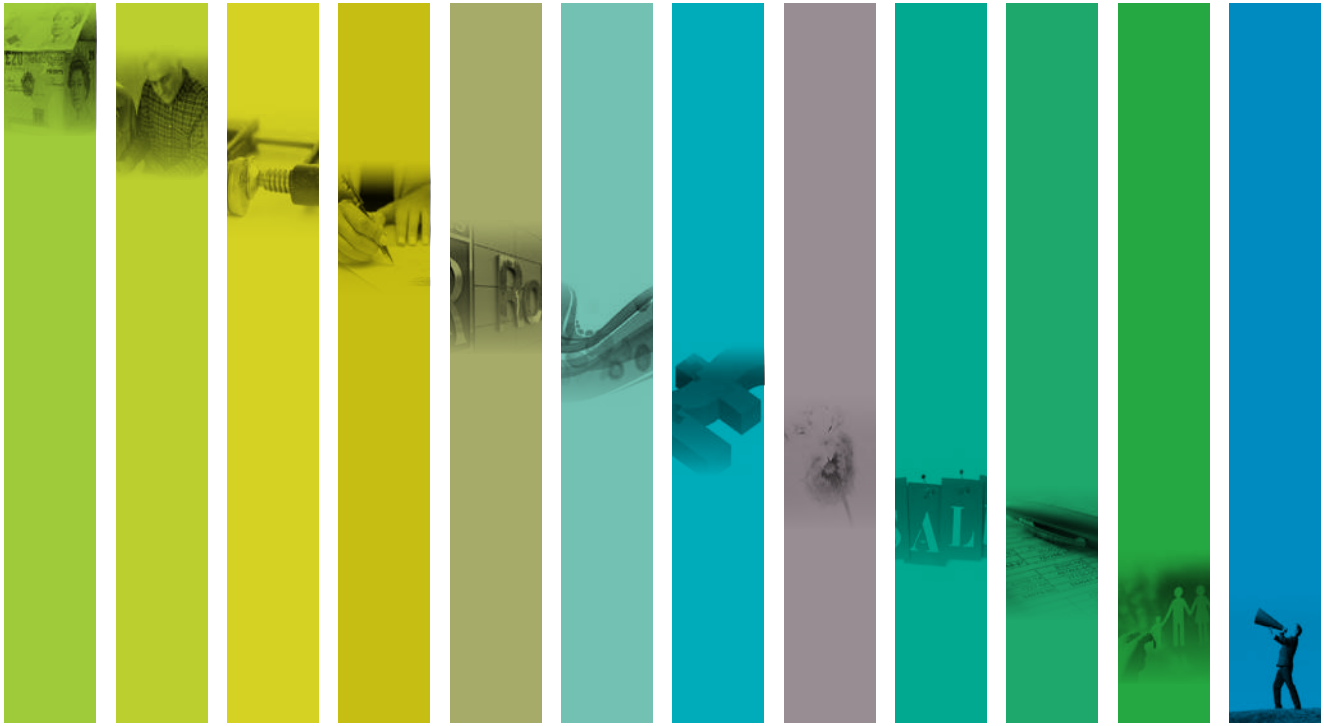


BARNES ROFFE LLP
CHARTERED ACCOUNTANTS

Clever Accountants for Business

Free Seminars and Presentations 2014

Introduction

For the first time in several years I think its true to say that there is a glimmer of light on the horizon for most UK businesses and whilst the outlook for 2014 may to some extent be uncertain I think most people believe that a slow recovery will continue.

Our series of completely free seminars in 2014 are once again designed to offer practical help and useful advice to our clients and other local businesses.

Please feel free to attend as many of the seminars as you wish and to bring along business associates, colleagues or family!

As usual the seminars will be held at the Buckinghamshire Golf Club at Denham and we look forward to seeing you.

Michael Parkinson BSC ACA
Managing Partner, Uxbridge Office

2014 Year at a Glance

Jan	CAPITAL TAXES PLANNING	Stephen Corner	23/01/14	pm
Feb	TOPICAL PENSION UPDATE	Mike Tattum	13/02/14	pm
Mar	THE BUDGET 2014 - A BREAKFAST SEMINAR	Stephen Corner	20/03/14	am
Apr	FORMS P11D - DANGERS AND PITFALLS	Tony Lundberg	24/04/14	pm
May	WORK PLACE INCENTIVES AND REWARDS	Ellen Hickman & Nikki Hatton	15/05/14	pm
Jun	CASH IS KING	Chris Smith	19/06/14	pm
Jul	SOURCES OF FINANCE	Stephen Corner & Keith Stroud	10/07/14	pm
Sep	PLANNING FOR SALE	Stephen Corner	18/09/14	pm
Oct	UNDERSTANDING YOUR FINANCIAL STATEMENTS	Sheryl Davis	16/10/14	pm
Nov	FAMILY TAX ISSUES	Stephen Corner	20/11/14	pm
	From Bookkeeping to Management Accounts	The Barnes Roffe Audit Managers	June and October	

CAPITAL TAXES PLANNING
JANUARY

Many businesses and individuals are not fully aware of the various reliefs and opportunities that are available to minimise capital taxes such as capital gains tax, stamp duty and of course, inevitably inheritance tax!

DATE
Thursday 23rd January 2014

TIME
4.00pm-5.30pm

PRESENTER
Stephen Corner
Tax Partner, Barnes Roffe LLP

COST
Free of Charge

This seminar run by Barnes Roffe Partner Stephen Corner will outline the latest thinking in tax planning for all capital taxes to include:

- Minimisation of Capital Gains Tax on business sale
- Utilisation of losses and annual exemptions
- Efficient life time giving
- Minimising IHT on death
- Use of trusts in tax planning
- Deeds of family arrangement

Capital taxes impact on everyone and no one plans well for them. You could be the exception!

If any of the above taxes impact on you or your business this seminar is for you.

Mike Tattum, MD of Professional Assured Financial Services, will focus on a range of issues in this ever popular seminar including:-

- Lifetime allowance – Act now!
- Annual Allowance – Act now!
- State pensions – How the changes will impact you
- Staff pensions – Just around the corner
- Using trusts to keep your wealth!
- Tax planning – Saving your inheritance!

DATE
Thursday 13th February 2014

TIME
4.00pm-5.30pm

PRESENTER
Mike Tattum
Professional Assured Financial Services

COST
Free of Charge

TOPICAL PENSION UPDATE FEBRUARY

BUDGET BREAKFAST 2014
MARCH

DATE
Thursday 20th March 2014

TIME
8.30am-10.00am

PRESENTER
Stephen Corner
Tax Partner, Barnes Roffe LLP

COST
Free of Charge

What impact will the 2014 Budget have on you and your business?

As usual Barnes Roffe Uxbridge Office Tax Partner Stephen Corner will be giving his popular one hour presentation on the morning following the 2014 budget and we are pleased to offer guests a full English breakfast as well!

There are tough penalties imposed by HM Revenue and Customs for failing to meet submission deadlines for forms P11D as well as stringent penalties if incorrect forms are submitted.

Tony Lundberg will show delegates how to complete forms P11D and set out exactly what information is and is not required. He will also talk about a "dispensation" which is a way to avoid a large amount of the P11D compliance work.

DATE
Thursday 24th April 2014

TIME
4.00pm-5.30pm

PRESENTER
Tony Lundberg
Barnes Roffe LLP

COST
Free of Charge

FORMS P11D; DANGERS AND PITFALLS!
APRIL

Getting the best from your employees is the key factor in the success of your business and it is important to look after them!

Ellen Hickman and Nikki Hatton are senior members of the HR team at Aero Engine Controls and will outline some of the key awards, incentives and flexibility options given to staff by some of the biggest UK employers including their own.

They will explain how these packages can be adapted and utilised by much smaller companies with a much smaller workforce. This will help incentivise employees and keep them happy in order to ensure the long term success of the business!

If your workforce is important to you and your business this seminar is a must for you.

DATE
Thursday 15th May 2014

TIME
4.00pm-5.30pm

PRESENTERS
Ellen Hickman & Nikki Hatton
Aero Engine Controls, part of the Rolls Royce Group

COST
Free of Charge

WORK PLACE INCENTIVES AND REWARDS!

IF ROLLS ROYCE CAN DO IT WHY CAN'T YOU?

MAY

CASH IS KING!

CASH FLOW AND WORKING CAPITAL MANAGEMENT

JUNE

DATE
Thursday 19th June 2014

TIME
4.00pm-5.30pm

PRESENTER
Chris Smith
Barnes Roffe LLP

COST
Free of Charge

Many businesses concentrate on making profit but do they really understand how their business generates cash?

This seminar will highlight the importance of understanding your cash cycle and give simple techniques that you can use to improve your cash flow and to ensure you have sufficient working capital!

Chris will also explain how to prepare cash flow forecasts and provide tools to manage and monitor your cash flow. These will improve your awareness of the day to day state of your business and avoid any unforeseen problems.

Chris Smith will provide a step by step guide to helping you keep your cash.

What can you do to improve the chances of your bank saying "yes"

Many businesses are finding it difficult to raise finance in these difficult times!

Keith Stroud will give a bank's perspective on the current climate for lending to commercial customers and the types of finance that are most likely to still gain approval

Stephen Corner will talk about preparing documents and support for the business case and getting accounts etc. right so that there are as few issues as possible to create problems at the bank's end!

DATE
Thursday 10th July 2014

TIME
4.00pm-5.30pm

PRESENTERS
Stephen Corner, Barnes Roffe LLP
Keith Stroud, HSBC

COST
Free of Charge

SOURCES OF FINANCE

WHY IS IT SO HARD TO GET HOLD OF SOME CASH?

JULY

PLANNING FOR SALE
SEPTEMBER

DATE
Thursday 18th September 2014

TIME
4.00pm-5.30pm

PRESENTER
Stephen Corner
Barnes Roffe LLP

COST
Free of Charge

Selling a business can be a traumatic occasion with many potential traps which you need to avoid.

Creative tax planning before the sale of a business can help maximise the amount of money you get to keep!

With many years experience in buying and selling businesses Barnes Roffe Uxbridge Tax Partner Stephen Corner will give a presentation exploring the process and explaining why tax planning will help maximise what you keep out of your sales proceeds!

If you are thinking of selling your business in the near future or even in the next few years you will find this seminar useful and informative.

Surprisingly, experts have estimated that up to 60% of Company Directors are unable to properly read a set of accounts!
Many don't realise that the balance sheet is probably far more informative about the state of the Company's affairs than the profit and loss account.

Most directors want to know:-

- How much money have I made?
- How much tax do I have to pay?
- Where is the money now?

This very popular presentation will give answers to these questions and a whole lot more.

DATE
Thursday 16th October 2014

TIME
4.00pm-5.30pm

PRESENTER
Sheryl Davis
Barnes Roffe LLP

COST
Free of Charge

UNDERSTANDING YOUR FINANCIAL STATEMENTS
OCTOBER

NOVEMBER
FAMILY TAX ISSUES

DATE
Thursday 20th November 2014

TIME
4.00pm-5.30pm

PRESENTER
Stephen Corner
Tax Partner, Barnes Roffe LLP

COST
Free of Charge

Family businesses face all manner of problems on a regular basis from the time they are set up until they are passed on to the next generation or sold.

In this seminar Barnes Roffe Tax Partner Stephen Corner will look at the issues that family businesses regularly face including:-

- Remunerating family members
- Minimising Inheritance Tax
- Minimising Capital Gains Tax on share sales
- Minimising disruption to the business as a result of shares being widely spread around the family
- Passing shares to the next generation

Even if family members are not involved in your business this seminar will prove invaluable as you plan the taxation future of your business.

FROM BOOKKEEPING TO MANAGEMENT ACCOUNTS

Mark Hancock

Ranmalee Ariyasena

In 2014 we will be running regular training sessions at the Uxbridge office designed specifically for our clients' accounting staff.

These will be led by audit managers Ranmalee Ariyasena and Mark Hancock. Each will last for about two hours in three separate sessions.

They will demonstrate some straight-foward steps to help progress from a simple bookkeeper to a management accountant!

This will enable delegates to go back to their own businesses and produce more accurate management accounts on a monthly, or quarterly basis and thus provide senior management with more helpful and up to date information about their business.

These seminars are aimed at people who already have a reasonable knowledge of bookkeeping which they are keen to improve. These courses will be run in June and October on the dates shown here:-

June 2014

Date: Thursday 5th
Time: 2 pm – 4.30 pm

Date: Thursday 12th
Time: 2 pm – 4.30 pm

Date: Thursday 19th
Time: 2 pm – 4.30 pm

October 2014

Date: Thursday 9th
Time: 2 pm – 4.30 pm

Date: Thursday 16th
Time: 2 pm – 4.30 pm

Date: Thursday 23rd
Time: 2 pm – 4.30 pm

We believe you require

- Access to a hardworking, proactive, straight talking, forward thinking team, offering you prompt professional help and advice.
- A personal approach to your business in order to build a strong relationship and encourage the development of ideas for improvement.
- Innovative tax planning ideas and strategic business planning.
- People with technical skills that are second to none including specialist tax advice.

In return we pledge

- To exist for your benefit – not ours.
- To provide a proactive and creative accountancy, audit and tax service led by our most experienced people.
- To provide a personal, friendly service at all staff levels, by all our people.
- To take responsibility for our role in your team, work with you and take pride in being part of your team.
- To enable easy access to all team members, for instance, no call monitoring at all, mobile phone contact numbers for our senior staff and partners.
- That you will benefit from an excellent service, overseen by your allocated partner, controlled and delivered by the firm's senior staff, all of whom are on hand to offer help and advice when you need it.
- That you will have access to a specific tax partner who will ensure that you and your business pay the minimum amount of tax possible including corporation tax, income tax, capital gains tax, national insurance, VAT and stamp duty.
- To provide on-going technical advice and training on a host of business related matters provided by e-mail, one to one meetings and regular business seminars.

Key People

Partner
Michael Parkinson BSc ACA

Mike is a driven and enthusiastic service provider. He has a wide range of business and finance experience over 20 years:

- of start ups, fast track growth companies and more established and stable businesses.
- of most business sectors including retail, service, hotels, pubs and restaurants.

Enjoys dealing with detail but always with sight of the big picture.

Mike accepts responsibility for contributing ideas/options to clients and wants to be part of the client's team.

Plain speaking, unpretentious and forms trusting and helpful relationships at all levels within the client company.

Substantial tax knowledge in areas of LLPs, corporate taxes as well as employee tax issues.

Telephone direct dial: 01895 276782
E-mail: m.parkinson@barnesroffe.com

Partner
Sheryl Davis ACA

Sheryl enjoys helping companies develop and gains much satisfaction from seeing the positive effect she has by working closely with her clients' teams.

In recent times she has been particularly instrumental in securing bank finance and facilitating the recovery of struggling companies.

Passionate about training and often assists clients and their staff as well as being responsible for the Barnes Roffe Uxbridge office training plan.

Keen on staff development and actively encourages people to learn new skills and progress their career to partner level.

Telephone direct dial: 01895 276787
E-mail: s.davis@barnesroffe.com

Partner

Stephen Corner LLB (Hons), FCA, Barrister

Stephen is one of our four specialist tax partners. Having qualified as a barrister he then qualified as a Chartered Accountant.

With nearly 30 years experience of providing advisory services in tax and transactions Stephen heads up the firms transactions specialism. With client experience as varied as a £1bn property funds he assisted in setting up, a knitwear factory in Glasgow, a marina in Devon and having been a director of a quoted company in the entertainment sector he has a wide and varied track record behind him.

With a recognised ability to cut through and simplify complex issues Stephen is adept at creating innovative tailored solutions to client problems helping clients create opportunity through planning.

Telephone direct dial: 01895 276780
E-mail: s.corner@barnesroffe.com

Senior Manager

Chris Smith BA ACA

Chris has nearly 20 years experience advising a diverse range of clients on a wide variety of business related issues, developing strong collaborative relationships while providing commercial insights and practical advice.

With a keen focus on owner managed and entrepreneurial businesses, his client experience has ranged from advising start ups through to listed entities.

Chris has an indepth knowledge of the Media, Property, Professional Services, Technology and Consumer Product sectors, bringing considerable market expertise and innovative solutions.

He is committed to ensuring that strategic objectives are given the same attention as the daily operational demands of his clients.

Telephone direct dial: 01895 276796
E-mail: c.smith@barnesroffe.com

The Barnes Roffe Service Model

You - Our Client

Your success is the primary motivator for all our partners. This means that we concentrate on your immediate requirements without ever losing sight of opportunities that might interest you in the future.

Your Company
Strategic planning and compliance services

Every company needs a plan for the short, medium and long term. We are not only interested in your business as it stands today but are always looking to work with you to ensure that you capitalise on any business opportunities as they arise in the future.

We pay particular attention to your specific corporate growth and development plans, making sure that we advise you and assist you in achieving your goals in every way possible.

You and Your Family
Wills and inheritance tax planning

In order to ensure that your assets and wealth are passed on to your immediate family and future generations it is important that you have a properly drafted will and that you minimize inheritance tax liabilities.

We arrange regular "will clinics" using partners from local solicitor firms to draft your will, mitigate your inheritance tax liabilities and where appropriate set up trusts and even convey property on your behalf.

By maintaining close contact with you we are able to take this positive approach. And because we know all our clients well, we can make suggestions which are relevant to your circumstances and aspirations.

Pensions, Savings & Investments Annual performance review

Pension payments are a very good way of sheltering company profits and corporation tax and should be used as a part of your overall tax planning strategy.

The performance of your pensions and savings should not just be left to chance. We recommend that every year you ensure that they are performing in line with current market conditions. By undertaking an annual review we can look at their performance and decide if fund changes are necessary and whether the level of your pension funding will produce your desired income in retirement.

Future Plans - Setting targets and achieving goals

We believe that your personal and business plans should be considered hand in hand. One cannot be achieved effectively without attention to the other.

We believe that your plans for your future retirement alongside the continued prosperity of your family should be given serious consideration at the same time as planning your company's future.

Client Testimonials

We have been clients of Barnes Roffe for five years now and I really enjoy the close contact I have with the partner and her team.

They wasted no time in reviewing our overall structure and ensuring that both the company's and the directors' affairs were organised in the most tax efficient way saving us both Income tax and Corporation tax.

They are always on hand to offer great help and advice.

Les Taylor
MD Precision Cargo Services Ltd
Pinewood Studios

Barnes Roffe have been our accountants now since 2011 and we moved to them initially for tax and strategic planning advice as the business had been expanding rapidly. I was very impressed by the efforts they made to really understand us and my other business interests spanning several companies and four different industry sectors.

The partner clearly takes a keen personal interest in our affairs. We meet up and talk with them at least once a month and often attend their regular seminars on current business issues which we find very useful. I would really recommend Barnes Roffe to business owners who are looking for accountants who offer more than just a "once a year service"

Paul Solari
Chairman Ticco Foods Limited

Barnes Roffe Seminar Venue

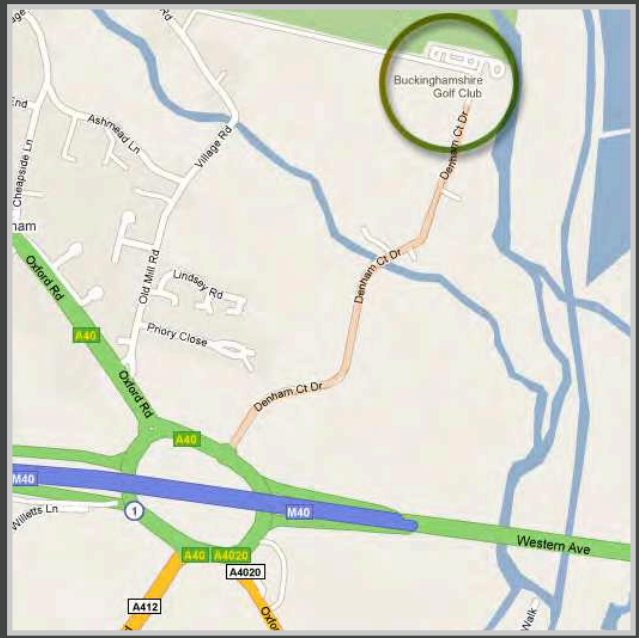
Venue: The Buckinghamshre Golf Club
Denham Court Drive, Denham,
Buckinghamshire, UB9 5PG
Tel: 01895 835777

From the M25 Junction 16

Please take the M40 in the direction of London. Leave the M40 at the next junction (J1).
At the bottom of the slip road, turn left at the traffic lights. Turn immediately right at the mini round-about and immediately left at the next mini-roundabout. This brings you to Denham Court Drive (also signed Denham Country Park). Buckinghamshire Golf Club is at the top of Denham Court Drive. Drive up to the black wrought iron gates slowly and they will open automatically.

From London on the A40

Where the A40 becomes the M40 leave it at Junction1 (signposted to Gerrards Cross) At the bottom of the slip road, turn right at the traffic lights and right again at the mini roundabout. This brings you to Denham Court Drive (also signed Denham Country Park). Buckinghamshire Golf Club is at the top of Denham Court Drive. Drive up to the black wrought iron gates slowly and they will open automatically.



Clever Accountants for Business

Barnes Roffe is an independent firm of chartered accountants and business advisors. We have provided audit and assurance, consulting, financial advisory, risk management and tax services to owner-managers for more than 110 years.

We are one of the UK's top 50 accountancy firms with 19 partners and over 120 employees all committed to delivering outstanding service to our clients.

Having helped clients weather the turbulent times of the last century, we pride ourselves on being able to offer practical advice along with a fresh perspective to our clients of today.

With three offices throughout the South East of England, we are a local firm with a national reputation.

BARNES ROFFE LLP
CHARTERED ACCOUNTANTS

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