

October 2009

Strike Out....

With the Royal Mail workers again dabbling with their very future, may we remind all of our clients that you can still get in touch with us here at Grainger & Platt by:

Telephone : 01228 521 286
 Fax : 01228 594 929
 E-mail : info@grainger-platt.co.uk
 Facebook : Visit our page for regular updates
 Web : www.grainger-platt.co.uk

The prospective strike action is also a timely reminder that we cannot rely on the Royal Mail to deliver time sensitive material by a deadline. Please contact us if you would like to discuss an alternative way of delivering important paperwork to us. Once completed, many of your documents can be quickly filed by us online, avoiding snailmail completely. Remember, anyone wishing to settle our bill and take advantage of our genuine seven day discount can pay by BACS. The details for this are on your most recent invoice.

Reminder

As January 2010 approaches, please remember that January 31st is the deadline for online submission of Self Assessment Tax returns.

We believe that we have most of the paperwork required, but if you still have some paperwork required for your 2008/2009 return, please forward it to us as soon as you can.

Welcome



Ian Thompson, our new Practice Manager joined us in August.

Responsible for practice administration, IT development and marketing. Ian is involved in accounts preparation and compliance; payroll support; tax compliance and planning.

A qualified company secretary, Ian became an Associate of The Institute of Chartered Secretaries and Administrators in June 2008.

Focus on...

O c t o b e r 2 0 0 9

Minimum Wage

As from October 1st, the national minimum wage increased. The rates now being:

- :- £5.80 per hour for workers aged 22 years and older.
- :- £4.83 per hour for workers aged 18-21 inclusive.
- :- £3.57 per hour for all workers under the age of 18, who are no longer of compulsory school age.

Filing of Company Accounts

From October 1st, you have one month less to file your accounts. For a private company it is now nine months and six months if you are a public company.

In order to encourage you to file on time, Companies House has substantially increased the penalties for late filing. A private company could now pay up to £1500 and a public company up to £7500.

We don't want anyone to incur a fine, so please help us to help you by sending your end of year accounts paperwork to us as soon as possible.

Self Assessment Tax Returns : Paper submissions.

For those of you intending to submit your tax return in paper form, please be aware that the latest submission date is October 31st.

Have you got PROOF?

In order to try and protect companies from corporate identity fraud, Companies House introduced on October 1st the PROOF (PROtected Online Filing) system.

Companies can agree with Registrar that they will only file certain documents electronically. If a fraudster tries to 'hijack' their company by filing a piece of paper, this will be rejected.

If you are already a PROOF customer, you will need to re-sign on after October 1st to accept the Registrar's new PROOF terms and conditions.