

New Business Kit – Product Outline



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| Before Starting Up | The Operation of a PAYE Scheme |
| Notes and to do's | Income Tax and Corporation Tax |
| Selecting a Legal Entity for your business | Choice of Year End |
| Sole Proprietorship | Tax Returns |
| Partnership | Companies |
| Limited Company | Sole Traders/Partnerships |
| Business Structure - The Pros and Cons | Cash Planning and Forecasting |
| Registering with the Tax Authorities | Starting the Analysis |
| H M Revenue & Customs - | Cash Collections |
| H M Revenue & Customs - NI | Disbursements |
| Contributions Office | VAT and Other Taxes |
| H M Revenue & Customs – VAT | Obtaining Credit and Financing For Your Business |
| Tax Calendar | How Do I Get the Money? |
| Annual Events | Business Plan |
| Monthly Events | Debt Financing Sources |
| Quarterly Events | Equity Financing Sources |
| Accounting and Bookkeeping | Venture Capital Companies |
| Chart of Accounts | Insurance |
| Cash or Accrual Accounting | Identifying a key person |
| Accounting Records and Record-keeping | When is key person protection needed? |
| A Word about Computers | Selecting Professional Advisers |
| Internal Control | Computer Accounting Systems for first time users |
| Illustrative Chart of Accounts | Hardware |
| Value Added Tax | Printers |
| Registration | Software |
| Taxable Persons and Supplies | Suppliers |
| Tax Rates | Planning and Implementation |
| Input VAT | Training and Support |
| Special Events | Installation of Accounting Systems |
| Penalties | Useful names addresses and telephone numbers |
| VAT Checklist | Conclusion |
| Payroll Taxes | |
| Helpful publications | |
| Do you have employees? | |