

AA CLIENT SERVICE PLAN

Prepared for: [Your Business]
Working Period covered: 12 months ended 31 December 2015
Date agreed: [xx] October 2014¹

	What you will get from us	When you will get it	What we need from you
PLAN	<ul style="list-style-type: none"> Annual planning meeting including preparation of a 2016 plan (Cash-Flow and Profit and Loss forecasts) 	October 2015	<ul style="list-style-type: none"> Understanding of your plans, assumptions and requirements Review and sign off
	<ul style="list-style-type: none"> Owner/Manager remuneration planning 	March 2015	<ul style="list-style-type: none"> Understanding of your personal and business needs Review and sign off
ACT	<ul style="list-style-type: none"> SPECIAL PROJECT: Research & Development tax credit claim 	April 2015	<ul style="list-style-type: none"> Completion of pro forma data request Review and sign off
	<ul style="list-style-type: none"> SPECIAL PROJECT: Support with implementation of Auto-Enrollment 	Anticipated June 2015	<ul style="list-style-type: none"> To be agreed
	<ul style="list-style-type: none"> Ad hoc queries covering day to day tax and accounting related operational issues 	As and when required	
MANAGE	<ul style="list-style-type: none"> Access to cloud based Xero bookkeeping software with training as needed² 	Throughout the Working Period	<ul style="list-style-type: none"> Up to date books and records to enable real time working
	<ul style="list-style-type: none"> Bi-monthly management discussion to review progress against plan and assess key performance data. 	Bi-monthly on Work Day (WD) [xx] or as otherwise agreed	
COMPLY	<ul style="list-style-type: none"> Preparation and submission of y/e 31.12.14 financial statements 	March 2015	<ul style="list-style-type: none"> Data feed from bookkeeping software (Jan 2015) Review and sign off
	<ul style="list-style-type: none"> Preparation and submission of y/e 31.12.14 corporation tax return and payment advice. 	April 2015	<ul style="list-style-type: none"> Completion of corporation tax information pack (March 2015) Review and sign off
	<ul style="list-style-type: none"> Preparation and submission of 2015 quarterly VAT returns 	Within one month of the end of the VAT period	<ul style="list-style-type: none"> Data feed from bookkeeping software (WD xx) Review and sign off
	<ul style="list-style-type: none"> Preparation and submission of Owner/Manager 2014/15 Personal Income Tax Return 	September 2015	<ul style="list-style-type: none"> Completion of personal tax return information pack (August 2015) Review and sign off
AGREED CHANGES			
ACT	<ul style="list-style-type: none"> SPECIAL PROJECT: Support with planned expansion into specified European markets including finance and structuring arrangements 	September/October 2015	

¹ AA Client Service Plan to be agreed at Annual Planning Meeting

² Bookkeeping services are available on request if you prefer Ashton Allsop to undertake this task.