

We provide services for ...

**Limited Companies:**

Audits and Accounting,  
VAT,  
Corporation Tax, Capital Gains Tax,  
Company Secretarial Issues,  
Company Formations and Dissolutions,  
Interim Management,  
Inland Revenue and Customs & Excise  
Investigations,  
Monthly Payrolls, Annual PAYE Returns,  
National Insurance

**Sole Traders and Partnerships:**

Accounting, VAT,  
Income and Capital Gains Tax,  
Company Formation Decisions,  
Inland Revenue and Customs & Excise  
Investigations,  
Monthly Payrolls, Annual PAYE Returns,  
National Insurance

**Private Individuals:**

Income Tax Returns and Calculations,  
Self Assessment,  
Capital Gains Tax,  
Inheritance Tax,  
PAYE Tax Codings,  
Inland Revenue Investigations

For Further information contact:

**Nigel Burge**  
Whitecroft House  
Hatton Hill  
Windlesham  
Surrey  
GU20 6AB

Tel:

**Office** - 01276 475207  
**Mobile** - 07939 022276  
**Fax** - 0870 7060999

E-mail:

[nmb@burgeaccountancy.co.uk](mailto:nmb@burgeaccountancy.co.uk)

OR

Visit our Web Site ...

[www.burgeaccountancy.co.uk](http://www.burgeaccountancy.co.uk)

We currently offer a  
**no-charge exploratory meeting**  
Monday's to Saturday's 7:00am to 8:00pm.

Nigel Burge FCA  
Fellow of the  
Institute of Chartered Accountants in  
England & Wales

# BURGE ACCOUNTANCY

**Chartered Accountants  
Registered Auditors  
&  
Business Advisers**

Providing a friendly approach  
to solving your Accounting,  
Auditing and Tax problems.



### **New Businesses:**

Starting a new business? Do you know what is expected of you, by whom and by when?

Contact us early for an initial consultation and we can help guide you through the maze.

### **Company Formation:**

Has your business grown and are you considering transferring it into a Limited Company or do you want to start up as a Limited Company?

This needn't be an expensive exercise and can provide protection of limited liability, but you need to be aware of the administrative duties you will be taking on/exemptions available and of your personal responsibilities/duties if you are to become a director.

We can advise you.

### **Business/Individual Taxation:**

Depending on your status you may own a company liable to Corporation Tax or be an individual subject to Income Tax.

We are able to help you to complete the various returns required and guide you through the requirements of "Self Assessment".

If you normally do your own Tax Return, but just don't like the paperwork, why not use our fixed fee service?

### **PAYE:**

Employed and think you're on the wrong tax code?

We can quickly review your tax code and help you to identify where corrections may be necessary.

### **Accounting:**

We specialise in Small and Medium size businesses whose records vary from basic files of information to computerised databases.

No matter what system you use, we can work with you to provide the necessary accounts or returns.

### **Auditing:**

Some Companies and Organisations require an audit, others desire an audit.

**Burge Accountancy** is fully authorised by the Institute of Chartered Accountants in England & Wales to carry out audit work.

### **Payroll:**

Apart from the usual weekly or monthly payroll there's also the need for periodic payments of tax and NIC deducted and annual returns of P60, P11D etc. to be completed.

We can help ease the burden.

### **Employee or Self Employed?**

Oddly, this is not necessarily as straight forward as you may think.

We can help you decide your status or those who "work" for you.

### **VAT:**

If you are registered for VAT then there may be a number of options available to you for reporting to the VAT Office. Do you know them?

We can help you decide which is best for you.

### **Inland Revenue Enquiry or VAT Inspection:**

Received notice of an inspection or enquiry? Are you prepared?

We can provide you with the support you need during this time.

### **Data Protection Act:**

Since the Data Protection Act of 1998 came into force (1 March 2000) the net of the DPA has been thrown wider. It sets rules for processing personal information and applies to some paper records as well as those held on computers.

Are you caught up in it? We can help you analyse your business and register.