



BCS BOOK-KEEPING & MANAGEMENT ACCOUNTING

The complete book-keeping & management accounts preparation service

In order to make the right decisions you need to be kept fully informed of the facts

The **BCS BOOK-KEEPING** service is all about removing the need for you to keep your accounts posted up-to-date so that you can concentrate on running your business. You can keep focused on growing your business, confident in the knowledge that behind the scenes a BCS book-keeper is working hard, keeping your transactions posted up-to-date.

BCS BOOK-KEEPERS are flexible! They can work either on-site at your premises, using your accounts software or they can work off-site using BCS's Sage bureau licence. That's right, you do not even have to buy your own accounts software! If, after time, you wish to migrate your accounts to be run on-site then we can simply transfer a Sage backup from our system to yours.

The **BCS BOOK-KEEPING** service includes: sales invoice generation, debtor chasing, purchase invoice processing, supplier payments, bank postings and reconciliations.

The **BCS MANAGEMENT ACCOUNTS PREPARATION** service goes the extra step and will produce for you fully reconciled monthly management accounts. Our focus is to treat every month end as though it were a year-end, thereby ensuring complete and accurate management accounts. These can then be used to monitor performance, send to your bankers in support of an overdraft facility or presented to your investors who will wish to monitor the progress of their investment.

As a business manager you will require complete clarity of how your business is performing, presented in an easy to understand, readable format. The **BCS MANAGEMENT ACCOUNTS PREPARATION** service will provide you with a monthly & YTD detailed Profit & Loss account, a Balance Sheet with backing schedules showing you what each figure consists of and a cash flow forecast. All the information you require to run your business, monitor your performance and make timely informed decisions.

Outsourcing your monthly book-keeping and management accounts preparation has never made more sense!

Why use BCS BOOK-KEEPING & MANAGEMENT ACCOUNTING:

- accurate and timely accounts
- the information required to make informed decisions
- a clear pricing structure enabling you to budget
- the flexibility to allow you to turn our services off at short notice.

- above all **BCS BOOK-KEEPING & MANAGEMENT ACCOUNTING** is here to support your business