

Firms throughout  
the UK trust us with  
what's beneath  
the surface.

For a confidential chat about how we may be able  
to help you and your business, please contact:

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The client facing  
part of a law firm  
is only the tip of  
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# Legal Cashiering



**The client facing part of a law firm is only the tip of the iceberg...**

So why do firms throughout the UK trust us with what's beneath the surface?

- We ensure compliance with the Solicitors Accounts Rules;
- We save them money;
- Holiday, sickness and maternity cover are no longer their problem;
- We agree a fixed monthly fee;
- We employ fully qualified and experienced Legal Cashiers;
- We work with any practice management system;
- We save them valuable office space;
- We have won multiple industry awards

# Payroll Services



- Processing through Sage Payroll
- Payroll calculations, including overtime / bonuses etc
- Preparation / distribution of payslips by email
- Setting up payments via online banking
- RTI completion and submission
- P11D preparation and submission (annually)
- Process payroll year end and issue electronic P60s

## Auto-Enrolment / Pension Administration

- Monthly monitoring / reporting, in accordance with legislation, including identification of new employees for auto-enrolment each month due to reaching requisite age, salary, expiry of specified period since 'opting out' etc

# Management Accounts



As well as offering our Legal Cashiering and Payroll Services, we also provide Management Accounts and analysis. Our services range from the production of basic quarterly management information, to a full monthly reporting package.

- Monthly or quarterly management information produced within a few days of the period end
- Commentary and advice on monthly performance
- Annual budgets and cashflow projections
- Monitoring actual results against budgets and projections
- Fee and performance analysis
- Monitoring capital and current accounts
- Meeting with partners to discuss results and interpret figures
- Preparation for year end accounts
- Advice in respect of VAT, employee benefits, employee bonuses, P11Ds etc
- Preparing projections to assist with funding applications