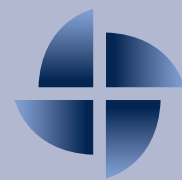


Clarity



THP'S BUSINESS AND PERSONAL VIEW

September 2014

FORTY YEARS YOUNG - THP CELEBRATES FOUR DECADES OF SUCCESS



In this issue of Clarity, we're celebrating 40 years of THP. Looking back, it seems incredible to think that I joined the company back in 1978 at the tender age of 22, only four years after Adrian Hart founded it – and to realise now what a large and close-knit family of colleagues and clients we have become.

To mark our birthday, we recently hosted a very special reception to say 'thank you' to the people who have made our success possible – our clients.

On 10 July, 200 of you joined us in the beautiful surroundings of London's Wallace Collection, the national museum that's home to rich collections of 18th century painting, furniture and porcelain. Guests got to know each other over champagne and canapés, while acoustic trio Wandering Hands broke the ice with enthusiastic, strolling performances of hits from the last four decades.



"THANK YOU FOR ALL THE MONEY YOU'VE SAVED ME"

The highlights of the evening, however, were the speeches made by some of our well-known clients. "I'm Sean Lock, and I'd like to thank the THP team for all the money they've saved me," said the hugely popular stand-up comedian, before launching into a series of withering put-downs about accountants.

Sean was followed by scriptwriter and TV journalist Ian Morrison, who has been a client for the last 39 years. He recalled how THP founder Adrian Hart was originally based in a small office above a Wanstead estate agents, which shook violently every three minutes as a Central Line tube train clattered past the window.

(continued overleaf)



FORTY YEARS AGO 1974 2014
THE RUBIK'S CUBE IS INVENTED BY HUNGARIAN ERNŐ RUBIK



ISSUE

42

NEWS ROUND-UP

2

ACCOUNTANCY AND FINANCIAL NEWS AND UPDATES FOR THP CLIENTS

continued from the cover

FORTY YEARS YOUNG - THP CELEBRATES FOUR DECADES OF SUCCESS

"You would arrive and see the mild-mannered Adrian Hart opposite you.

Then he would pop out to some rotating telephone box and return as a sort of terrifying Super Tax Inspector, grilling you on your accounts in a tone that ranged from the incredulous to the horrified. Then, in the blink of an eye, the mild-mannered Adrian Hart would reappear and utter a single word - 'fine' - clearly satisfied that I could take whatever the real tax inspector might throw at me."

SHOWBIZ BEGINNINGS

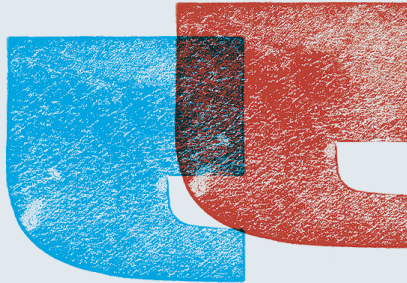
The speeches were concluded by Adrian Hart, who told how many of his early clients were sub-contracted to him by the author, critic, historian, editor, broadcaster - and chartered accountant - John Kennedy Melling. His own practice was expanding rapidly beyond his resources, so he sent a steady stream of people to Adrian's door, including newsreader Anna Ford, mezzo-soprano Ann Murray, actor and comedian Chris Langham and actress Felicity Kendall.

Adrian also told how he grew the business, attracting new partners and colleagues and building up THP branches in Wanstead, Saffron Walden, Chelmsford and Cheam.

"What we created," Adrian said, "is a practice that gives you the professional expertise of a large firm, with the intimacy of a small one. I am proud that our tradition of firm but fair advice is the bedrock of all we provide."

You can read more about THP's story in a special interview with Adrian and fellow director Mark Boulter on page 3. We also throw the spotlight on our team in Saffron Walden, talk to a very special client who is also celebrating a 40th anniversary this year, and update you on events as the Auto Enrolment machine gathers pace. I hope you find these articles enjoyable, inspiring and useful.

However long you have been with THP, I'd like to thank you for choosing us as your accountants. We hope to serve you for many years to come. **Jon Pryse-Jones**



WHAT YOU SAID...

The speeches received an enthusiastic response from our guests, and many of you were keen to share your own experiences of THP.

"I became a client in the 1980s. Tony Larcombe always liked to write personal notes on compliments slips, and that tradition of good service has continued. If I phone or email Lee Daley, I always get a quick reply. And I know if something was very important, I could ring at 10pm and he'd deal with it for me." Barry Cook, Roalco

"THP is there for you all year round. You know they'll always get back to you quickly. I'm not good at form filling, but they make things much simpler and they keep me in check!" Marcel Gatteaux, Contemporary Artist

"We get an excellent service and very effective tax advice that helps maximise profits, but doesn't put us at risk." Chris Allen & Mike Smith, Universal Smart Cards

"The team offer really good advice. I like working with them. They're friendly, approachable and very co-operative." John Collings, Online Lubricants



FORTY YEARS AGO 1974 2014
CEEFAX IS LAUNCHED BY THE BBC

SERVICE OF THE QUARTER: PROFESSIONAL FEE PROTECTION

Anyone who submits a tax return can be investigated by the taxman - and when that happens you could be landed with an expensive enquiry that lasts for months or years.

Over the years, we have helped many clients to defend themselves from HMRC's onslaught. Many of them haven't had to pay an extra penny for our services, thanks to our Professional Fee Protection scheme. This covers you for up to £100,000 in accountancy fees when the taxman comes knocking.



Our comprehensive scheme protects you in a wide range of situations, from self-assessment enquiries and disputes over VAT, PAYE and IR35 payments, through to PAYE and VAT compliance visits. Recently we have helped clients who would otherwise have had to pay costs in excess of £20,000.

So if you'd like peace of mind when HMRC decides to scrutinise your tax affairs, talk to us about Professional Fee Protection today. Please call Holly on 020 8989 5147 to learn more.

INHERITANCE TAX PAYMENTS HIT SIX-YEAR HIGH

Bereaved families paid out £3.4 billion in Inheritance Tax (IHT) last year, taking the figure to a six-year peak. The amount of death duties taken by HMRC is growing because of rising property prices and static allowances - dragging many more estates over the IHT threshold of £325,000, a figure that has remained unchanged since 2009.

The key to minimising the amount of Inheritance Tax you pay lies in forward planning. Talk to your account manager if you would like to talk through the options on your own estate.



40 YEARS
1974
2014

THE TERRACOTTA ARMY IS DISCOVERED AT XI'AN, CHINA



3

FORTY YEARS YOUNG

FOUNDER ADRIAN HART AND FINANCE & OPERATIONS DIRECTOR MARK BOULTER TELL THP'S STORY AND LOOK AHEAD TO THE FUTURE

ADRIAN. YOU FOUNDED THP IN 1974. WHAT INSPIRED YOU TO TAKE THAT STEP?

ADRIAN. I was reading Law at university when my mother encouraged me to take a holiday job with my family's company auditors. I fell under the wing of partner Pim Godwin, and this knowledgeable man was the conduit through which I came to accountancy rather than the law. When my articles were coming to an end, I decided I did not want to be accountable to other people in the future. So I set up my own accountancy business.

WAS IT EASY TO WIN CLIENTS IN THOSE EARLY DAYS?

ADRIAN. I had an incredible slice of luck, again thanks to my mother. She asked me to attend a dinner that she was hosting, and I found myself sitting next to a Bond Street accountant called John Kennedy Melling. His business was booming and he was looking to sub-contract work – so for the next six or seven years I helped a lot of clients on his behalf. Many were household names.

WHEN DID YOU TAKE ON YOUR FIRST PARTNERS?

ADRIAN. My first two partners were Tony Larcombe and Chris Johnson. Tony, who sadly died last year, took the bold step in October 1983 of leaving a top six international firm to join a sole practitioner and help build this business. He was a prolific introducer of clients to the firm, and one of the kindest men I have been privileged to know.

Three years later, Chris was looking to change the pressures of the City for a new challenge nearer home. With his Big Six experience and solid background in PLC auditing, it was solely due to him that our professional standards developed to cope with the ever-increasing burden of regulation. Today we are ranked by independent quality review in the top decile of registered auditors.

HOW WOULD YOU DESCRIBE THE BUSINESS YOU BUILT TOGETHER?

ADRIAN. We're a family business which develops and supports its team members, and one that establishes close personal relationships with clients. Fifteen employees have been with THP for over 25 years, including Jon Pryse-Jones who joined me in 1978 and subsequently pushed us to the forefront of the computer-technology revolution. Three of our current directors, Lee Daley, Tim Housden and Kirsty Demeza, trained and qualified with us before deciding to devote their professional lives to THP. I believe this continuity, and this feeling of familiarity, comforts our clients and that it results in the large number of client referrals we enjoy.

THP IS NOW A TOP 100 ACCOUNTANCY FIRM WITH FIVE OFFICES IN LONDON, SURREY AND ESSEX. YOU HAVE REGULARLY ACQUIRED OTHER PRACTICES SINCE 1999. WHERE DO YOU PLAN TO GO FROM HERE?

ADRIAN. As we have grown both organically and by acquisition, we extended our range of services by melding together the wide professional expertise of a large firm with the intimacy of lasting personal relationships. Over the last 40 years, providing frank but fair advice has remained the bedrock of all we provide; but in recent years we have become increasingly aware that clients now expect much more from us. Making sure we provide that – and more – is essential for our future success.

WHY DO CLIENTS EXPECT MORE FROM YOU?

MARK. Recent years have witnessed an incredibly fast pace of change for our profession. Much of it has been driven by IT – with cloud accounting software like FreeAgent and Xero giving clients much more control over their day-to-day accounts. This trend has two major implications for accountants. Firstly it makes what we do much less mysterious. Secondly, it changes people's expectations about what their accountants should provide.

ADRIAN. Yes. Because technology means we don't have to spend so much time compiling financial data, we can put our energies into interpreting it for our clients and developing a more detailed knowledge of their affairs than any IFA, solicitor or bank manager. It makes us better placed to act as trusted advisors, and to help clients achieve a better life beyond business.

WHAT DO YOU MEAN BY 'LIFE BEYOND BUSINESS'?

MARK. Today life and business have merged like never before. You're always connected by phone, email and text and it can be a battle to keep the business part of your life separate. What we mean by 'life beyond business' is two things. First, making sure that your business doesn't become your whole life. Secondly, helping you to plan your life when it's time to move on from your business or retire.

HOW DO YOU HELP CLIENTS ACHIEVE THIS?

MARK. What we can do is provide the time, the expertise and the opportunities to save money that clients need to keep their businesses in perspective, and sometimes rediscover why they went into business in the first place. We offer an expert, outside view based on personal experience of growing a business.

ADRIAN. It's important to remember that we have already experienced the same growing pains and faced the same challenges as many of our clients. Over the last 40 years we have opened new branches, merged with other accountancy practices, refurbished and relocated offices, consolidated our IT systems, created award-winning software, developed a range of robust internal controls and systems, created a dedicated sales and marketing team, embraced online marketing and much more. We are not theorists – we have built a firm with a multi-million pound turnover in just four decades.

WHAT INFLUENCE DOES THE NEXT GENERATION OF ACCOUNTANTS HAVE ON THP?

ADRIAN. A huge amount. Five years ago we created a leadership-development programme to bring on the next generation of THP directors. We opened it up to all team members on the proviso that any person putting themselves forward had the backing of an existing director, who would give them ongoing support.

It was a great success. Many of our older directors have now retired and a new generation, Kirsty Demeza, Lee Daley and Andy Green, have become full directors and taken over their portfolios. They now take a major role in shaping our future. From a personal point of view, it was rewarding to develop our own talent – and it ensured that clients enjoyed complete continuity of service as we invested in the next generation.

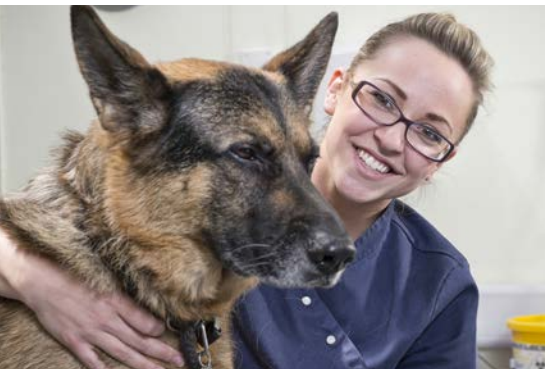
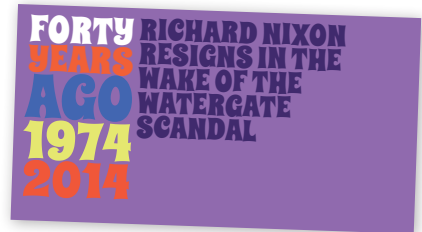
WHAT ARE YOUR PREDICTIONS FOR THE NEXT 40 YEARS OF THP?

MARK. Given the current pace of change in accountancy, that's a difficult question to answer. We have to continue adapting, and we have to keep offering services that help clients thrive as well as create a good life beyond business. Essentially, people buy people, and that's where we stand out. If you want a faceless, transactional accountancy service then THP isn't for you. But if you need a team with expert knowledge, with people who are hungry to succeed and who are motivated by helping you succeed, then we're here for you.

ADRIAN. That's it. We now have the strongest, most experienced and most commercially aware team in our history to take the firm forward. In a few years' time, I'm looking forward to developing our Costa Blanca office with the confidence that THP is in the best possible hands!

IT SHOULD HAPPEN TO A VET





Longstanding THP client Mercer & Hughes also celebrates its 40th anniversary this year. We find out how they've thrived for so long.

Like THP, one of our longstanding clients, veterinarians Mercer & Hughes, turns 40 this year.

The company opened its first surgery in a house in Thaxted, and was a joint enterprise between vets Bob Mercer and Peter Hughes. The two men had met while practising in Devon, but Bob suggested they opened a practice in Essex – a county he loved and in which he had family.

Both Peter and Bob wanted to provide a friendly, community veterinary service for local people and their animals. It was an approach that quickly won them clients, from farmers to pet owners, and the business grew steadily. Within a few years the duo had transferred their business to two surgeries in Great Dunmow and Saffron Walden, and they maintained a policy of investing heavily in the business, its services and state-of-the-art equipment.

By the early 1990s, Bob and Peter were looking to take on new partners, ensuring the business would stay in good hands when they finally retired. They chose Ilse Pedler, who had been with Mercer & Hughes since graduating from Cambridge in 1989, and Stephen Flood, a University College Dublin educated vet who joined the company in 1991.

“The company was thriving when I joined,” says Stephen. “I liked the friendly atmosphere and the fact that, socially, we all gelled together. I was keen to work in a family practice, and we all shared similar ideas about how it should be run.”

With the help of the new partners, Mercer & Hughes opened a new surgery in Stansted

in 1995. “It meant we covered a ‘golden triangle’ of west Essex, making it easy for residents across a wide area to visit one of our surgeries. This became increasingly important in the 2000s when house building really began to take off. About a third of homes have at least one pet, so when you get proposals for something like 85,000 homes, demand for veterinary services shoots up.”

Throughout its existence, Mercer & Hughes has gone to exceptional lengths to provide the highest standard of care, including major investment in a new, state-of-the-art surgery and animal hospital at Great Dunmow. This means that Saffron Walden and Great Dunmow surgeries now both have their own laboratories, ensuring that results of blood tests can be available within half an hour. Saffron Walden also offers digital X-rays, which are faster and more detailed than traditional ones. And for day-to-day issues, each surgery has Nurse Clinics which offer everything from flea and worm treatments to claw trimming, weight advice and post-operative checks.

Mercer & Hughes also provides a wide range of complementary treatments, under the leadership of Ilse Pedler. These include homeopathic consultations for a wide range of problems and disorders, plus acupuncture sessions to treat everything from arthritis and muscle pain to spinal problems.

But it's the special classes that Mercer & Hughes offers that most visibly underline its commitment to community-veterinary practice. You can sign up for a special Puppy Pre-School to learn how to socialise and train your puppy, plus techniques such as tooth brushing and grooming. At the other end of the spectrum, there's also a Senior Well Pet Club, where you can take older animals to test them for a range of common ailments and receive an individual plan, recommendations and advice. “We're people who enjoy helping people,” says Stephen, “whether we're vets, nurses, receptionists or have any other role. There's a real family atmosphere.”

As Mercer & Hughes has grown from a two-partner firm to one with eight qualified vets and ten nurses, THP has been there for a good part of the journey. We first became involved with the company when we bought out another Saffron Walden accountancy practice in 1985, and Mercer & Hughes

transferred its account to us. At this time we provided a full range of necessary services, including preparing the partnership's accounts, VAT returns, payroll and more.

After a few years with new partners in place, Bob and Peter began to look ahead to handing over the company and planning for their retirements. “THP's Adrian Hart was the main instigator to turn us from a partnership into a limited company,” recalls Stephen. “It allowed Mercer & Hughes to become more tax efficient, and to assign different classes of shares to all partners as they became directors.” In 2007, their colleague Seamus Mone became the firm's third director, bringing with him invaluable skills gained in large and companion animal practices and a particular interest in orthopaedics.

Becoming a limited company also made it simpler for the new directors to buy out Bob and Peter's interest in the firm in the lead-up to their retirement. “Adrian gave us a lot of help during this period,” says Stephen. “Bob and Peter left in 2006, but still retained a significant proportion of the business. Over the next few years, we gradually bought their remaining shares until we finally bought out the whole business two years ago. Adrian has also been heavily involved in helping us plan our own retirements.”



Retirement for Ilse, Stephen and Seamus may be many years off yet, but they hope that their practice will continue to offer an outstanding and friendly service for many years to come. “In an ideal world, we'd very much like new partners to come on board,” says Stephen. “There are already many large, corporate veterinary chains out there – but they rarely get to know their clients and, more importantly, their animals in the same way that we do. It genuinely makes us smile when we help clients and their animals by improving their quality of life.”



ADRIAN HART
Director who founded THP and opened the Saffron Walden Office in 1978.



DEBBIE WEST
Office Manager who joined THP in 1997.



DEBBIE JACKSON
A payroll expert with a flair for accounts, she has been with THP for 30 years.

MEET THE TEAM: IN THIS ISSUE WE TALK TO COLLEAGUES AT OUR SAFFRON WALDEN BRANCH, HOME TO THP'S BUSY PAYROLL BUREAU

THP Saffron Walden was the second of our branches to open, and it has been providing the area with friendly, High Street accountancy services for nearly two generations. Today it is also where the payrolls of all THP clients are expertly processed, thanks to a motivated and supportive team who share both laughter and workload. **WE TALKED TO: ADRIAN HART, DEBBIE WEST, DEBBIE JACKSON, AMY NEEP, FRANKIE SIMMONS.**

Q. SAFFRON WALDEN WAS THE SECOND BRANCH OF THP TO OPEN. HOW DID IT COME ABOUT?

ADRIAN. Three or four years after I set up my first office in Wanstead, I had a conversation with my uncle. He was the NFU agent for the Saffron Walden area and he told me there was a gap in the market for a really good accountant. He was very well connected, both in business and socially, and he assured me he could bring me more clients than I could cope with.

Q. THAT MUST HAVE MADE SETTING UP THE OFFICE MUCH SIMPLER?

ADRIAN. To begin with, yes. We agreed to take rooms above my uncle's offices at Castle Chambers on Church Street. I had also just bought a house in the area. Then, at the end of May 1978, my uncle died suddenly, just before we opened the office.

Q. AFTER YOU HAD COMMITTED TO THE NEW BRANCH? WHAT DID YOU DO?

ADRIAN. It wasn't easy. When my uncle died, we lost the referrals he had promised. So we had to pick up the work from scratch. It was a gradual process, and for the first few years we survived by working for clients connected with the Wanstead office.

Q. TODAY SAFFRON WALDEN HAS A SPECIAL ROLE WITHIN THP. HOW DID THAT COME ABOUT?

AMY. Yes, that's right. We are the payroll bureau for clients of every THP branch. Between us we handle somewhere in the region of 300 payrolls, ranging from single employee firms to large companies with regularly changing workforces.

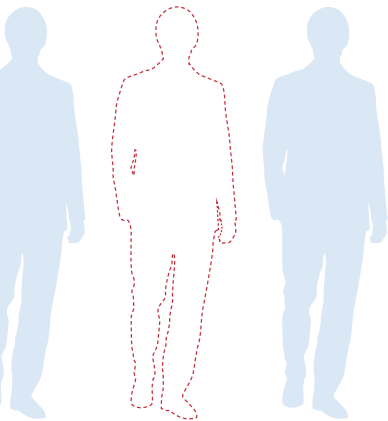
ADRIAN. It was a change we made in 1999. The team here were already taking care of THP's own payroll, and we felt we could offer a better service to clients by centralising all of our payroll work.

Q. HANDLING SO MANY PAYROLLS MUST BE DEMANDING. WHAT ARE THE CHALLENGES?

DEBBIE J. Different clients have very different needs. Some require quite a lot of support, while others have complex requirements that change every month. But whoever the client is, we all pride ourselves on getting their payroll done correctly and on time.

AMY. One of the biggest recent challenges has been with the introduction of RTI [Real Time Information] payrolls. This means payroll information has to be submitted to HMRC on or before the day employees are paid. The time constraint of doing this means there is extra monthly pressure to get complete payroll information from every client in good time.

DEBBIE J. Yes, it's getting the information that's important. You can't know about payroll changes unless a client tells you. It's important to check and double check, so you get all the details you need.

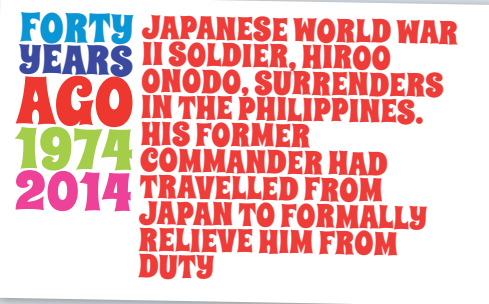


FORTY YEARS AGO 1974 2014
STEPHEN KING PUBLISHES HIS FIRST NOVEL, CARRIE



AMY NEEP
Payroll Manager and the newest recruit to the team, joining us earlier this year from a payroll position in Harlow.

FRANKIE SIMMONS
Student with a passion for maths, gaining work experience with the Saffron Walden team.



Q. SO WHAT ARE THE SECRETS FOR RUNNING A SMOOTH PAYROLL?

AMY. It's very important to have a good rapport with clients, and to build up a good relationship with them. They need to trust you and know that their payroll is in safe hands.

DEBBIE J. Keeping your professional knowledge up to date is also important, especially with recent changes. Sometimes you can get conflicting messages from HMRC, so we need to check with colleagues to make sure we understand any new requirements or regulations. You also have to enjoy the work! I think we're lucky in that we all genuinely find running smooth payrolls interesting and rewarding.

Q. IN ADDITION TO PAYROLL, YOU DO STILL PROVIDE ACCOUNTANCY SERVICES FOR CLIENTS?

DEBBIE W. Oh definitely – we never stopped. We have many sole traders, companies and partnerships who rely on us for their accounts, and we help a very large number of people with their personal tax returns. Although we're the smallest THP branch, we can draw on specialist help from colleagues across the whole firm, meaning we can offer a truly local service with expertise of a much larger company.

Q. WHAT KINDS OF PEOPLE AND BUSINESSES USE YOUR ACCOUNTANCY SERVICES?

DEBBIE W. There's a really wide variety. It ranges from traditional businesses like doctors, vets, restaurants, solicitors and factories, right through to small start-ups. Some clients seem to turn their hands to different enterprises – one with a background in managed property services is now making money by installing solar panels on farmland. I like that adaptability and entrepreneurship.

Q. YOU'VE CURRENTLY GOT FRANKIE HERE ON WORK EXPERIENCE. HOW'S IT GOING?

FRANKIE. I've been here five days, but I'm really enjoying it. I've learned how to summarise bank statements and am realising there is more to accountancy than I thought. When I go to sixth form and university I would like to study subjects that will help me get a career in accountancy. I like it here, and I'd love to join a firm like this before I work my way up and set up my own business.

Q. MANY OF YOU HAVE BEEN WITH THP FOR A LONG TIME. WHAT MAKES WORKING HERE SUCH A GOOD CAREER?

DEBBIE J. You get a lot of career support, and we're encouraged to develop our skills. We're also a great team. We pull together when we are busy, and we're all familiar with every account. We also laugh a lot together.

DEBBIE W. It's a great atmosphere, and we're all very open with each other. If someone has a problem, they'll share it – and that means we can solve it together.

AMY. I agree with that. I've only been here a few months, but I have found it really welcoming and friendly. I enjoy my work and I always feel I have the support I need.

ADRIAN. She's doing well. I wouldn't be surprised if she became one of our clients in a few years' time!



| BROAD SHOULDERS |

Payroll focus Auto Enrolment special

8

SOON EVERY BUSINESS WILL HAVE TO PARTICIPATE IN THE AUTO ENROLMENT SCHEME. OPERATIONS MANAGER SAM ROWE HAS BEEN BUSY RESEARCHING SOLUTIONS...



2. YOU RISK A £2,500 DAILY FINE

Setting up an Auto Enrolment scheme can take up to 24 months.

You'll need to source and enrol in a compliant scheme. Then you'll need systems to handle extra red tape, ensure the correct sums are deducted from employees' pay and remit them to the pension provider. Leave preparations to the last minute and your scheme probably won't be valid – landing you with a daily fine of up to £2,500 for non-compliance.

A couple of issues ago, I told you about the major change to pension legislation known as Auto Enrolment. In a nutshell, it means you are legally required to set up a new pension scheme (unless you already have a qualifying scheme) which both you and your team must pay into or have available to pay into.

I showed you how to assess the eligibility of your staff and also how to find your staging date – the date when you must comply with the new rules – by entering your PAYE reference at <http://www.thepensionsregulator.gov.uk/employers/tools/staging-date.aspx>

In this column, I want to stress the importance of acting as soon as you can. There are three major reasons for doing so:



1. YOU NEED AS MUCH TIME AS POSSIBLE TO OFFSET THE COST

Leave it to the last minute to Auto Enrol your employees in a compliant pension scheme, and your wage bill will leap by a significant margin overnight. You need to prepare now if you want to protect your cashflow by offsetting the cost against future pay rises or salary exchange schemes.

3. PROVIDERS ARE CLOSING THE DOORS ON THEIR PENSION SCHEMES

Pension companies are already slamming the doors shut on their schemes. And because hundreds of thousands of small employers (with less than 30 employees) will reach their staging date at almost the same time, pensions companies won't be able to cope with demand. If you want a cost-effective pension scheme you shouldn't leave it too late – or you could be forced to pay contributions into NEST, the default government pot. Once payments are made into NEST, as things stand, you can't transfer them out – ever!

Here are some of the tasks that will need to be attended to:

- Make sure all data held for your team is correct, especially their dates of birth
- Find the most cost-effective pension arrangement for your business
- Organise the software and paperwork

systems you need to manage Auto Enrolment

- Supply any additional support you may need to ensure your payroll is compliant every month
- Secure any necessary training your team needs
- Determine whether Salary Exchange can help prevent Auto Enrolment eroding your profits
- Plan ways of managing future pay rises to offset some of the additional costs
- Agree the best way of notifying your employees about the effect on their net salaries.

Another important article on this subject will be in the next issue of Clarity. Whether you currently have your payroll prepared through the THP payroll service or handle it yourself, we will be setting out a number of carefully researched, cost effective solutions for you to choose from.

We recognise that some of you will want to take on more of these tasks yourself, while others will prefer to outsource and have it done for them. Our aim is to provide you with this flexibility whilst at the same time present you with the best systems and advice at reasonable costs.

We are also in the final stages of finalising a really slick integrated solution that handles every process in the chain – the payroll run itself including salary sacrifice, the auto enrolment reporting and even the remittances to the pension provider!

So watch this space – we believe we may just have created THE one-stop-shop solution to both auto enrolment AND payroll!

BEFORE YOU GO TO PRINT . . .

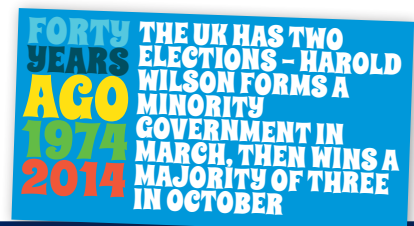
If you're planning to invest in some new business stationery, it's a good opportunity to check that it complies with the law – and may well save you the cost of a reprint!

First of all, make sure that your Limited Company or Limited Liability Partnership name is stated legibly on all notices, official publications, invoices, receipts, letters of credit, bills of exchange, promissory notes, endorsements, cheques and orders for money or goods.

Extra rules apply to your business letters, order forms and website. On these, you not only need to state your company name, but also its registered number, its registered office address and – if your company is being wound up – that fact. If you use emails instead of any of these documents, then these rules apply to those as well.

Last of all, if you are VAT registered, it's essential to include your VAT number on all invoices – even if you are a sole trader.

To make sure your stationery is fully compliant, speak to your account manager or visit the Companies House website at www.companieshouse.gov.uk/promotional/busStationery.shtml



City Clements House, 27-28 Clements Lane, London EC4N 7AE t 020 3207 9078 e city@thp.co.uk
Wanstead 34-40 High Street, Wanstead, London E11 2RJ t 020 8989 5147 e wanstead@thp.co.uk
Cheam Turnbull House, 226 Mulgrave Road, Cheam, Surrey SM2 6JT t 020 8652 1070 e cheam@thp.co.uk
Chelmsford Shalford Court, 95 Springfield Road, Chelmsford, Essex CM2 6JL t 01245 251731 e chelmsford@thp.co.uk
Saffron Walden 24 High Street, Saffron Walden, Essex CB10 1AX t 01799 527478 e saffron@thp.co.uk

Design and artwork: www.lowenhoff.co.uk