



*"A Business Plan can be an invaluable tool in achieving your business goals and obtaining the necessary financing"*

## Business planning and budgeting can help you achieve your business goals

If you plan ahead and set realistic budgets and goals you are more likely to achieve your business aims. This process will help you:-

- Stick to your strategy & not get side-tracked by the daily routine
- Set clear business objectives
- Identify funding requirements & provide information to help obtain finance
- Better manage cash flow
- Set priorities
- Control costs
- Achieve milestones & meet deadlines
- Understand conflicting needs & interdependencies in your business
- Make course corrections & be proactive not reactive

Talk to us about business planning & budgeting and let us help you achieve your business ambitions.

## Who We Are

### About Us

Sum Assistance specialises in accountancy, taxation and other services for sole traders, small and medium sized businesses. Our friendly, straightforward, easy to understand approach means we provide clients with the services they need to help make their businesses a success. We have a wealth of business experience across a broad range of sectors and pride ourselves on getting to know your business, so that our services can be tailored to suit your exact requirements.

### Contact Us

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ACCOUNTANCY SERVICES FOR SMALL & MEDIUM SIZED BUSINESSES



## SUM ASSISTANCE

### Accountants & Business Advisors

*"Friendly & straightforward professional business services"*





*"Let us take care of your bookkeeping and reporting while you take care of your business"*

## Accountancy & Bookkeeping

At Sum Assistance we offer a comprehensive range of bookkeeping and accountancy services for sole traders, small and medium sized businesses. We can provide you with a full bookkeeping service so that you can get on with taking care of your business or you can choose to "bolt-on" services such as:-

- Management accounts
- Budgeting
- Business plans
- Cash flows
- Year-end file preparation
- VAT returns

We won't blind you with science and if you're new to the world of finance and accounting, our staff will explain things in a friendly easy to understand way. In addition we will give you some simple tips to help make sure you meet any obligations for VAT and other taxes in full when they are due.

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## Testimonials

*"As a Director of a young, ambitious and growing company I contacted Sum Assistance for support with our Bookkeeping and monthly Management Accounts. The services that we have received thus far are second to none. The level of expertise is excellent and they are highly professional whilst still offering a personal and friendly service. They enable us to concentrate on maximising our sales and profits by taking away a huge amount of accountancy related administration work. I could not recommend Sum Assistance highly enough..."*

*".....just had a look at your website - very informative and useful for a new sole trader like me- thank you...."*

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We pride ourselves on our customer service and are committed to providing quality services at the right price. Our business grows through referrals, so customer satisfaction is at the heart of what we do. Our normal business hours are shown below. We understand that it is not always possible to arrange an appointment during normal working hours, so evening and weekend appointments can be arranged.

We offer a free up to one hour initial consultation and you will find our pricing to be competitive and affordable.

## Normal Business Hours

Monday - Friday: 9:00 to 18:00

Saturday: 10:00 to 14:00



*"If you're looking to start up a business, we would be happy to support and mentor you"*

## Business Start-ups

If you're looking to start a new business, then we can help you get started with the right advice and support. Once you're up and running we will be happy to provide continued support and advice as you grow.

## Business Services

Our range of professional business services includes:-

- Bookkeeping & Accountancy
- Business Plans
- Budgeting
- Cash Flow Forecasts
- Company Formation
- Consultancy
- General Business Advice
- Payroll
- Self-Assessment Tax Returns
- Taxation including VAT