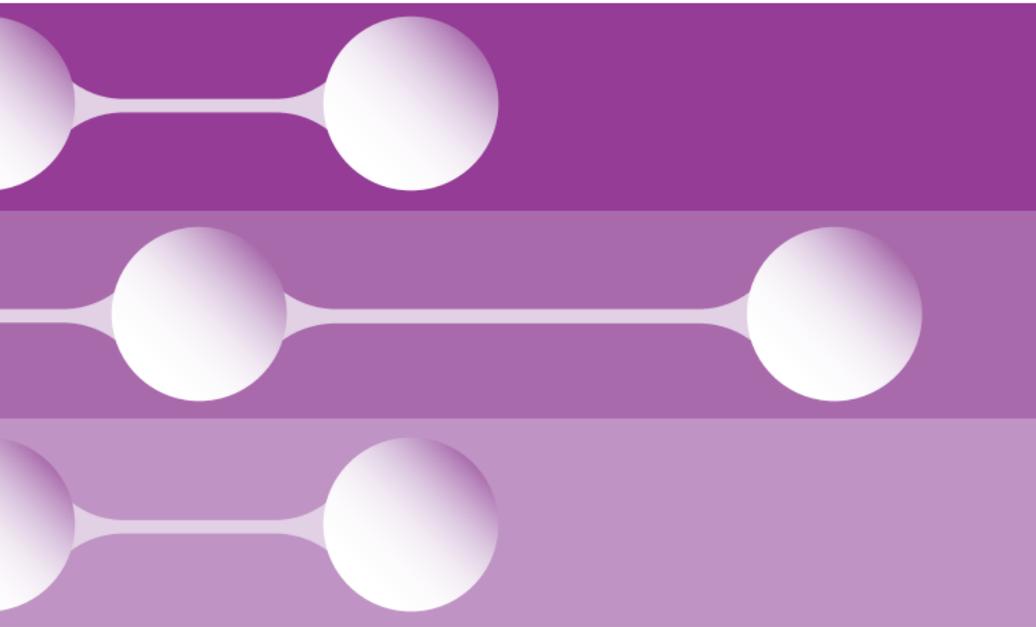


citroen wells
CHARTERED ACCOUNTANTS

Services For Charities



GGi
INDEPENDENT
MEMBER

The Need for Assistance

The Charities Act, together with the Statement of Recommended Practice, have led to a substantial overhaul of the financial control and reporting requirements of charities.

- All charities with gross income in excess of £500,000 must now have an annual independent audit. An audit might also be required due to the amount of assets held by the charity or a requirement in its constitution.
- The financial scandals of recent years have led to a tightening up of the control and monitoring of charity finances - with severe penalties being imposed on trustees for non-compliance
- Changes in the commercial and regulatory environment have led to charities of all sizes being faced with enormous additional administrative burdens
- Smaller charities whose financial and other affairs have been run by dedicated but untrained enthusiasts must now apply the same standards of professionalism and skill as the largest charitable organisations to satisfy public accountability requirements
- The harsh recession of the last few years has made it harder than ever for charities to maintain, let alone increase, income levels
- The complexity of financial transactions is increasing
- High employment costs have left many charities understaffed and lacking the necessary computer operational skills to process basic financial and accounting information.

The Need for advice

Our charity clients tend to look to us for advice and support in the following principal areas:

- Income - fund raising techniques
- Financial - advice/management consultancy
- Minimising tax/VAT liabilities
- Dealing with HM Revenue and Customs
- Liaising and/or negotiating with the Charity Commission and other regulators
- Bookkeeping and advising on the adoption of best accounting practice
- The use of trading companies
- Preparation of budgets and cash flow statements
- Establishing pension schemes and similar tax-efficient arrangements for charity employees
- Gift Aid provisions and reclaiming tax from HM Revenue and Customs.

How Citroen Wells Can Help You

In addition to providing you with assistance and advice in all the areas mentioned:

- We keep up to date with changes in legislation
- We ensure not only that you are aware of how changes will affect you but offer timely advice and assistance
- Years of experience in advising charities enable us to deal quickly and effectively with situations which may be new to you.

The Way We Work

The Citroen Wells philosophy is to provide an unparalleled professional service to all types of charity, irrespective of size. The annual income of our charity clients may range from a few thousand pounds to many millions but each one can count on the same standards of attention, which we achieve by:

- Adopting a unique and individual approach to your needs - effectively tailoring our services to your requirements
- Maintaining close contact with you, your bankers and your professional advisers and reporting to you regularly
- Being at the end of a telephone and ready at short notice to attend meetings at any location, either in the UK or overseas
- Making full use of modern technology and passing on the benefits to you
- Ensuring that you always receive personal attention from at least one - and often two - of our friendly partners and a dedicated team, all of whom offer specialist advice and assistance to charities of every size
- Consulting you with regard to your objectives and assisting you as part of your overall strategy
- Responding promptly and effectively to all requests for advice and assistance and providing service at an economic cost
- Periodically taking a fresh look at your affairs to ensure that they are receiving the close attention they deserve
- Being approachable, friendly and reliable.

What Will It Cost

This is really up to you because we make our living by selling our time, skill and experience. But since we have acquired that experience over a number of years and understand the needs of our clients we charge reasonable fees for our services.

In particular:

- Initial discussions are free
- We always ensure that our fees remain competitive as our ultimate aim is to provide value for money
- For certain services - for example: bookkeeping, payroll, preparation of management accounts - we can discuss your requirements and agree a fixed fee in advance for any given period
- In other cases we would assess, with your help, the extent of our likely involvement in any particular matter and provide you with an estimate of our fees, thus enabling you to budget for your professional costs.

The Next Step

For over 60 years Citroen Wells has acted for a wide range of individuals, businesses, charities and family trusts of all sizes.

Based in the heart of London we ensure that all clients receive a high quality professional service from friendly partners and dedicated teams who combine their talents to offer sophisticated advice and the highest levels of personal attention at all times.

Whatever the size of your charity, our extensive experience with charitable organisations is worth discussing and:

- An informal initial meeting with us will cost you nothing apart from your time
- You can obtain further details by contacting Henry Charles or Stephen Simou at:

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