

## What we can do for your business

You want to make your business work, to make it thrive. You want the freedom and flexibility to concentrate on your customers and minimise the time you have to spend on administration. You also want to have confidence in your financial recording systems and peace of mind that your business complies with all of its accounting and tax responsibilities. You want to know how your business is performing on a regular basis and have faith that information is accurate.

The Number House provide experienced, competent Book-keeping and Management Accountancy support and customise a system to suit your needs. We can even help to build a strategy for growth and help you stay focused on your core objectives.

## We can help you

We have been established since 1999 and have a team of 12 staff.

We have a wide knowledge base of Book-keeping and Management Accountancy systems and software and actively promote training to ensure we stay up to date.

We focus exclusively on delivering what the client wants and needs.

We view Book-keeping as a commodity product which can be delivered in bite sized chunks – this allows us to tailor our systems to suit you and your business.

Quality control underpins everything we do.

## Why you should talk to us

You'll find us approachable and friendly. Much of our work comes to us through referral by clients who have benefited from our wide range of services.

We'll talk to you in plain English. We know you want clear, concise information and don't want to spend time sifting through complex technical accounts jargon.

We're flexible. We can work at your premises or collect your books and paperwork and return everything to you within your deadlines.

We gear our systems to tie in with yours. Our aim is to ease the pain of financial management, reduce paperwork and keep you fully informed and up to date with how your business is performing.

We'll help you make the best use of your resources. We can identify the areas of your business that are the least profitable and those you should be looking to build on.

We help you stay focused on your core objectives. We can monitor performance and compare with projections and report these to you every month, in a format you understand.

We stay focused. As we are not part of your regular staff we are totally focused on the agreed job, we don't get distracted.

### CONTACT US

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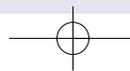
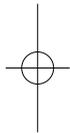
W [www.thenumberhouse.co.uk](http://www.thenumberhouse.co.uk)



## making your business count



The commodity is financial record-keeping and reporting. The product is trust, reliability, consistency and freedom.



## Book-keeping Services

The **Number House** provides a complete bookkeeping service covering such crucial areas as:

- Record keeping of your income and expenditure
- VAT records and returns
- Wages and PAYE
- Credit controlling
- Bank Reconciliations
- Financial Reports

The service can be tailored to meet the particular needs of your business or organisation. For a small business, for instance, **The Number House** service means you don't have to recruit and manage accounts staff, nor have the expense of buying a computer and software.

**The Number House** can provide you with all the book-keeping support you need, from as little as a day a month to a couple of days a week, and we'll advise if and when the time is right for full-time support. We can also deal with auditors, banks and HMRC for you.

We are experienced in accounts software packages like Sage and QuickBooks, as well as Excel. This allows us to step into your existing systems or we can advise on the best system to suit your needs if you are thinking of expanding or upgrading.

Our client base includes:

- Sole Traders
- Partnerships
- Limited Companies
- Limited Liability Partnerships
- PLCs
- Charities
- Clubs

## Management Accounting

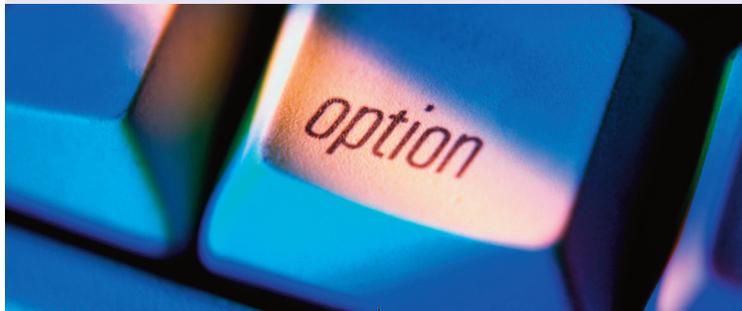
We believe our role in providing a full Management Accounting service is to empower the client to use their financial information as a tool in the strategic and daily management of their business.

The mission of **The Number House** is to establish robust and transparent systems and procedures to enable us, on a monthly or quarterly basis, to provide you with:

- Profit and Loss Accounts
- Balance Sheet
- Profit and Loss Projections
- Budget Setting
- Monitoring and review against budget
- Cashflow Projections
- Departmental or individual project performance reporting

When this information is considered along with our regular Financial Report you have a complete snapshot of your business's financial health on which real-time decisions can be made.

The fact these functions are outsourced means that whatever is going on within your business, there is a regular flow of financial information. This is critical to business success.



## Business Strategy

Combining a broad range of experience from across the business spectrum, **The Number House** team has the resources to help you prepare and implement the kind of strategy that can take your business where you want it to be.

We'll help you:

- prepare a Business Plan, incorporating a strategy for the longer-term future
- draw up an Operational Plan to implement the strategy with financial projections including cash-flow forecasting
- devise a financial routine to accurately monitor performance and compare with budget projections by company, department or product/service sector
- meet with you regularly to review progress and help keep you focused

In other words, we'll help you to take the long view, to see beyond the day-to-day nuts and bolts of the business and keep you on track with your core objectives and aspirations.

And what's more, even once the strategy roll-out is under way, our continuing involvement can help spot the blind alleys and one-way streets before they become a real problem.

