

CHARITIES



We are charity specialists

Charities must comply with the same regulations as most other businesses in terms of filing accounts, payroll and much more. When time is restricted we know you need to dedicate the time you do have to the benefit of your charity rather than sorting through endless paperwork.

That is why we have a team of specialists who understand the needs and challenges that charities are faced with and help them in achieving their goals, whilst minimising risk and ensuring compliance. Our team has experience in all areas of charity management, including tax, VAT, governance, risk, reserves, treasury management, diversification of income and management of finances.

In light of the ever-changing environment of the sector, the need for efficient management of your finances is increasingly important. We take the time to get to know your organisation in order to create tailor made solutions and can help you by:

- Assisting you in the preparation and submission of **Gift Aid** claims.
- Reviewing your policies and procedures, testing your records to ensure that they are compliant and **recommending improvements** as necessary.
- Providing **trustee training** on the responsibilities involved in being a trustee.
- Ensuring your accounts are compliant with the **Statement of Recommended Practices (SORPs)**.
- Providing **strategic advice** on issues such as the best way to structure your charitable activity, reserves policies and raising finance.

Other services we offer include

Outsourced bookkeeping

Outsourcing your financial and accounting management to Ellacotts will reduce your operating costs and allows you to take advantage of economies of scale - giving you access to high levels of external expertise, and ensuring best practice and adherence to the latest rules and regulations.

With your accountancy and administrative functions taken care of, you have more time to concentrate on strategic issues and the activities of the charity.

Cloud accounting

We offer low-cost online accounting software for bookkeeping, which reduces your costs and enables you to work more efficiently. As it's in the cloud, there is no software to install or data file backups to worry about. Online accounting gives you access to your finances 24/7, enabling you to run reports as often as you wish and giving you instant access to the financial health of your organisation. You can also track bills or expenses and check bank statements online.

VAT

We can ensure you are compliant with all the VAT regulations and that your VAT returns are submitted with HMRC.

Preparation of annual accounts

We can assist you in preparing your annual accounts, accurately and efficiently and in accordance with the Charities SORP. We will ensure your deadlines are managed leaving you to concentrate on the day to day running of your organisation, and will keep you updated on any new legislation which may affect the charity.

Audit and Assurance

We offer a full range of services to give you the right level of assurance for the charity, including statutory audits as well as Independent Examinations. We use a risk based and tailored audit approach, focusing on the key issues in your business, which enables us to identify ways in which your financial reporting systems and controls can be improved. From our strong understanding of your charity, we will provide you with proactive advice and assistance as your charity develops.



**Donna Cook, Director of Finance,
Dogs for Good**

"Dogs for Good have been working with Ellacotts for several years. The team are always professional, with a willingness to help as well as great to work with."

Headteacher, Gosford Hill School

"Gosford Hill School is proud to work with Ellacotts. Since our academy conversion, Ellacotts have continued to provide a professional and highly effective service. The staff are knowledgeable, approachable and deliver first class advice."

**Carol White, Business Manager,
Friars Academy**

"Friars Academy has worked with Ellacotts since 2013 and during that time their assistance has been invaluable to the Academy. You are assigned a dedicated team so you are familiar with the person you are speaking to and this gives you the opportunity to build up a good professional working relationship. Every member of their staff I have met are very friendly and helpful. There is a very personal feel to the service they provide. Nothing ever appears to be too much trouble, they are very quick to respond to any question you may have and I have never been made to feel I am asking an obvious question. The assistance and guidance they provide is always delivered in a very timely manner and in a format that is easy to follow and understand. I would not hesitate to recommend them."



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For more information about Ellacotts and our services, please visit www.ellacotts.co.uk

Information for readers:

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