Who are we?

- Harris+Co is a chartered accountancy and chartered tax advisory practice that has been operating in South Yorkshire for over 100 years which means we've built a strong reputation for meeting client needs drawing on our wealth of experience.

- We don't simply offer the traditional bookkeeping, accounting and taxation services - essential though they are. We also use our experience and knowledge of the communities and sectors in which you operate to add value.

- We understand that no two individuals or businesses are the same. This is why we believe it is important to take the time to get to know you so we can tailor our services and offer the support that is right for you.

- We pride ourselves on the quality of our people, work and service. With our proactive and straight-talking team we are perfectly placed to help you and your business grow.

Harris+Co

Chartered Accountants +
Chartered Tax Advisers

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Our Partners & Services

With five partners and over 30 staff, we are able to offer a comprehensive range of services usually associated with much larger practices. We provide a cost-effective, proactive, quality service in the local marketplace.

Ian Garner FCA CTA
Partner

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The list below highlights our core services, whilst the accompanying leaflets give you a flavour of our specialist areas of expertise. However, if you have something specific in mind which we haven't mentioned, please let us know – we'd love to help.

Accounting

+ Annual accounts preparation
+ Management accounts and management information
+ Bookkeeping

Auditing

+ Statutory audit
+ Grant claims

Taxation

+ Corporation tax returns, planning and advice
+ Personal tax returns, planning and advice
+ VAT returns, planning and advice
+ Inheritance tax and estate planning, including trusts
+ Pay As You Earn (PAYE)

Business Support Services

+ Financial due diligence
+ Budgets, business plans and forecasts
+ Liaising with banks and institutions
+ Company secretarial services
+ Payroll and pensions auto enrolment

Business Start-Up

+ Advice on financing a new business
+ Securing start-up funds
+ Structuring of your business

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CIOT Chartered Tax Advisers

ICAEW CHARTERED ACCOUNTANTS

Taxation Services

Compliance & Advisory

+ We have an experienced team, including 6 Chartered Tax Advisers, ready to save you time dealing with your tax affairs so that you can focus on what you and your business do best.

+ We proactively seek opportunities to reduce the tax burden on you and your business using HMRC approved reliefs.

+ We remove the hassle and stress from the ever-increasing administrative burden of complying with tax regulations.

+ We tailor our tax advice by taking the time to find out your needs, your aspirations and future plans.

+ We have extensive experience in dealing with HMRC tax enquiries and can guide and advise you if you find yourself the subject of an investigation.

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Taxation Services

Compliance & Advisory

Compliance

Personal Taxes

With our tax expertise and specialist software we take the headache out of completing your tax return and keep you informed every step of the way so you know exactly how much and when to pay.

Corporation Tax

Your time is best spent on your business. Leave the tax return to our dedicated team, who will calculate the liability that is due and help to relieve the ever increasing burden of compliance with the tax authorities.

VAT

We help you get to grips with the complex VAT regulations and ensure that you register when you should using the most appropriate scheme. We also help with completing your returns so that you pay the right amount of VAT at the right time.

> "Ian and Tom helped me restructure the way I extracted profit from my company which not only saved me tax but enabled me to reinvest the savings back into the business to help it grow. Furthermore, following a strong trading performance last year a big corporation tax bill was looming, but with Harris+Co's help and advice on Research and Development relief I was able to reduce it significantly."
>
> **Gordon Watson** – Managing Director of SMS Machines & Automation Limited

Advisory

Personal Tax Planning

There are a variety of ways in which individuals can reduce their exposure to income and capital gains tax. We advise on the most tax-efficient means of extracting money out of your business and ensure you optimise the use of HMRC approved tax reliefs to reduce your tax burden.

Corporation Tax Planning

Effective corporation tax planning can result in significant improvements to your bottom-line, so maximising profits and cash for investment in your business or payments to you. Our specialist tax team will advise and guide you through ways in which the corporation tax bill can be legally reduced.

Estate Planning

Few of us like to think about dying but inheritance tax legislation makes it essential that we plan well in advance so that we maximise funds available for our beneficiaries. We help you take advantage of the opportunities in this complex area to reduce the tax burden on those left behind.

HMRC Investigations

Being the subject of a tax investigation by HMRC can be a stressful and worrying experience and these have become more frequent in recent years. We have a wealth of experience in dealing with HMRC investigations, so if you find yourself under their microscope, we can provide expert help and support.

With the increased risk of such investigations it may be worth considering taking out an annual insurance policy to protect you and your business from unexpected professional costs as an investigation will undoubtedly result in additional accounting and tax work being undertaken which could be substantial for complex cases.

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CTA Chartered Tax Advisers

ICAEW CHARTERED ACCOUNTANTS

Healthcare: GP Practices

Compliance & Advisory

+ We support and advise on the financial aspects of your practice allowing you to concentrate on what you do best - looking after your patients.

+ We provide business support all year round, not just the annual compliance work on accounts and tax matters.

+ We help you maximise your income and monitor your costs to identify possible savings as well as ensuring you are paying the correct amount of tax.

+ We take the time to get to know both you as an individual and your practice to enable us to review and advise on your capital and inheritance tax position.

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Healthcare: GP Practices

Compliance & Advisory

Compliance

Practice Accounts

We don't simply prepare your annual practice financial statements and ensure partners' profit shares and current accounts are fairly represented, we also take the time to meet with you to help you understand them. In this way we help you to better analyse your practice, its strengths and weaknesses, and identify opportunities to maximise income and reduce costs.

Personal Tax

Your time is best spent caring for the needs of your patients. Our team of specialists will prepare your tax return and calculate the liability due. We also liaise with the tax authorities on your behalf to relieve the ever increasing burden of tax compliance.

Superannuation

We ensure that your superannuation certificates are prepared and submitted to NHS England on a timely basis. We ensure that you are compliant with superannuation regulations and that correct contributions are being paid.

VAT

We specialise in navigating the VAT regulations applicable to dispensing practices, pharmacies and other healthcare businesses that are required to register for VAT, including the complex partial exemption calculations.

Advisory

Business Support and Advice

We pride ourselves on getting to know you and your practice to enable us to provide tailored advice and support when you need it.

Tax and Estate Planning

We have a team of 6 Chartered Tax Advisers who proactively seek opportunities to minimise your tax burden and have a wide variety of tools to help you structure your estate in a tax efficient manner.

Business Structures

We review your business structure to help ensure that it is as flexible and as tax efficient as possible.

Succession Planning

We can advise on the whole practice life cycle from admitting a new partner and its tax implications to financing the exit of a retiring partner.

Pensions

We work with a number of Independent Financial Advisers who can help you with pension planning, an increasingly important issue for medical professionals in view of the government's planned reductions in the annual and lifetime pension allowances.

"Harris+Co have provided a timely and professional accountancy service to Penistone Group Practice for many years. Partners' tax affairs are handled efficiently, and they have a very good understanding of the Health Care Sector. Communication lines are clear and speed of response to enquiries is excellent."

Wynford Morgan – Business Manager at Penistone Group Practice

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Academy Schools

Compliance & Advisory

+ We have a personable and dedicated academies team. We have worked with over 20 academies across South and West Yorkshire, including a number of multi-academy trusts, led by Paul Hinchliffe, who is also an experienced Chair of Governors.

+ We use our insight, skills and experience to guide you through the seemingly complex issues of becoming an academy, supporting you through the significant first year learning curve and beyond in a straightforward way.

+ We add value, rather than just dealing with your regulatory responsibilities, including advising on sector and governance issues.

+ Our academy clients tell us they really like working with us – we are approachable, supportive, professional and are a key part of their team.

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Academy Schools

Compliance & Advisory

Compliance

Year-end Accounts and Audit, including Regularity Audit

We will prepare and audit your year-end accounts to ensure that you meet your financial reporting requirements in accordance with the Funding Agreement and the Academies Accounts Direction. We will work with you to ensure that your Trustees' Report and Governance Statement meet your responsibilities as trustees and governors.

Annual Accounts Return

Following the submission of the annual accounts in December, the Education Funding Agency requires trusts to file the annual accounts return in January. We will take this significant administrative burden from you and prepare the trust return in a timely manner. We will also deal with any subsequent queries that the Education Funding Agency may have following its submission.

Budget Forecast Return

July sees the deadline for the Budget Forecast Return for every trust. We can prepare this for you or assist the School Business Manager to produce an accurate and meaningful submission to the Education Funding Agency.

Teachers' Pension Scheme Audit

The End of Year Certificate, as produced by your payroll provider, is required to be audited and submitted to Teachers' Pensions by the end of September. We have all the technical knowledge and skills to navigate the complex reporting rules to make sure that this deadline is met.

Internal Controls

We can carry out the independent checks on your internal controls, required by the Academies Financial Handbook, as an extension of the scope of our external audit work. We won't just tell you when we spot a weakness; we also suggest practical solutions that will remedy the issue and help nurture a continually strengthening control environment.

Advisory

VAT

We guide you through the VAT reporting requirements for academy schools. For primary schools, including smaller multi-academy trusts, the VAT 126 reclaim option is likely to be the most suitable and least onerous.

Governance and Future Plans

The school governance landscape has changed significantly over recent years and this will continue. Led by a very experienced Chair of Governors, our team is well placed to advise and update you on governance best practice. We will help you keep abreast of sector wide issues, and regularly update you on both the financial and governance implications of new developments so that you are best placed to plan for the future.

"Since appointing Harris+Co as auditors of our multi-academy trust we have received excellent service which has really helped us negotiate conversion and our fast growth since then. Harris+Co have kept us well informed of reporting changes that impact on us, and have provided us with pro-active advice on improvements that can be made to our systems and controls.

As a Chair of Governors himself, we have found Paul's ability to provide pragmatic advice on current best practice on governance and strategic matters extremely valuable. We would have no hesitation in recommending both Paul and the rest of the team at Harris+Co."

Melanie Priestley – Finance Director of St Mary's Academy Trust

Auto Enrolment

Compliance Services

+ The Pensions Act 2008 and 2011 changed the law on workplace pensions, and saw the introduction of auto enrolment.

+ Auto enrolment encourages workers to save for their retirement by requiring all employers to provide a pension scheme for all eligible workers.

+ Auto enrolment places significant obligations on every employer in the UK.

+ We will help you to understand what you need to do and when, so that you meet your statutory requirements and don't incur penalties along the way.

+ We will help to reduce this important administrative burden so that you can focus on your business.

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Auto Enrolment

Compliance Services

Getting Started

Our specialist team will guide you through the process of setting up your auto enrolment scheme to ensure you are compliant with the complex regulations.

We will help you identify when the auto enrolment rules will have to be applied by you as an employer - known as the 'staging date'. With our help you will avoid penalties for failure to comply.

We will assess your workforce and advise you which workers should be auto enrolled and notify you of others who are eligible to join the pension scheme.

We will help you to communicate with your employees in accordance with the regulations so that they are aware of their rights within the specified time scale.

Our specialists can help you set up the pension scheme either directly, or by liaising with your financial adviser/pension provider.

We can help you assess how much auto enrolment is going to cost your business, both now and in the future, as the minimum contribution rates rise.

Once your staging date has passed, you are required to register your compliance with The Pensions Regulator. Our team will ensure this is completed by the appropriate deadline.

We can check that your payroll software or payroll agent is able to respond to the demands of auto enrolment and can deal with the calculation and deduction of contributions.

Pensions Advice

We have a network of Independent Financial Advisers who we can recommend to help you with your pension planning and with selecting the right pension scheme for you and your business.

Ongoing Responsibilities

Your obligations under the auto enrolment regulations do not cease when your scheme is in place. Our specialist payroll team can support you on an ongoing basis to ensure you remain compliant with The Pensions Regulator:

+ They will assess your workforce at every pay run to identify any changes in circumstances which may require a worker to be auto enrolled.
+ They will enrol new workers and ensure that they receive the required communications from you as their employer.
+ They will process any "opt in" or "opt out" requests from your workers.
+ As required by the regulations our payroll team will ensure that you are compliant with the triennial re-enrolment procedures.

"As a small business, I was worried about how we were going to cope with the complex auto enrolment rules. Harris+Co have really helped with this headache by looking after the whole process for us."

Sandra Stacey – Company Secretary of Taylor & Watson Limited

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