

**ANALYSIS OF BOOKKEEPING AND TAXATION SYSTEM AT A NEW AGE
ACCOUNTING FIRM**

Author-1

Prof. Manjunatha Kamath M
Assistant Professor,
Sahyadri College of Engineering and Management.

Author-2

Dr. Jyoti Kumari
Assistant Professor, Department of Commerce,
Rajendra College (A Constituent unit of Jai Prakash University),
Chapra, 841301, Bihar, India
Email Id- 13.jyotikumari@gmail.com
***Corresponding Author**

Author-3

Dr. Kuldeep Singh Panwar
Assistant Professor. Department of Law,
Nagaland University, Nagaland
Email Id- kuldeepsingh.panwar@nagalanduniversity.ac.in

INTRODUCTION OF THE COMPANY

ESTABLISHMENT OF 3ES ACCOUNTANTS -

The idea for 3E'S was conceived in 2009 for the purpose of providing the latest accounting solutions using DEXT AND XERO, TAXFILER, VT SOFTWARE AND AM SOFTWARE.

SERVICES OFFERED BY 3ES ACCOUNTANTS PVT LTD –

BOOKKEEPING SERVICE –

- Processing of bank reconciliations, cheques, sales, and all the expenses
- Debit and credit transactions posted in respective ledgers
- Perfectly categorised source documents such as invoices
- Monthly or quarterly management accounts

- Accurate and timely VAT return and CIS tax submissions
- Clear financial statements to see what your money is up to

- A dedicated project manager supported by a team of knowledgeable bookkeepers

The company uses the following software for their bookkeeping service -



YEAR END ACCOUNTING SERVICES-

- Preparation of trial balance, P&L, and balance sheet
- Finalisation of accounts you will understand and want to read
- Preparation of fully referenced notes, control accounts and lead schedules
- Meaningful analysis of incomes and expenses
- Preparation and online filing of CT600 with HMRC
- Advice on
- Preparation of iXBRL accounts for filing with HMRC

The company uses the following software for their year-end accounting services –



VAT RETURNS –

- Support for both invoices and cash basis returns and switching between them
- Completion of ECSL
- Support for VAT Flat Rate Scheme
- HMRC correspondence management
- VAT summary and reporting
- VAT registration and de-registration

The company uses the following software for Year End Accounting Services –



SELF-ASSESSMENT TAX RETURN SERVICES –

- Meaningful analysis of incomes and expenses
- Minimised tax liability and maximised personal income
- Finalisation of accounts on an accounting software of your choice

- Preparation and filing online of SA100 with HMRC
- Liaise with you and undertake the whole process for you
- Maintain a record of your tax return for safekeeping

The company uses the following software for providing Self-Assessment Tax Return Services –

**PAYROLL SERVICES –**

- Access to monthly payroll reports for transparency
- Relevant pension calculated, deducted and paid
- Monthly P32 Employer Payment Record
- Auto-enrolment pension support
- RTI submission to HMRC
- Free setup of your payroll process
- Maintenance of management reports

The company uses the following software for providing payroll services –



COMPANY SECRETERIAL SUPPORT SERVICE –

- Maintenance of statutory books such as registers of directors and members
- Up-to-date advice on changes in legislation and regulation
- Document and correspondence management
- Timely completion and submission of all statutory forms and other returns
- Company formation production of complaint documents such as dividend minutes and vouchers

MANAGEMENT ACCOUNTING SERVICES –

- Preparation of monthly / quarterly management accounts reports
- Meaningful analysis of your expenditure, income and profits
- Client meetings to discuss management reports and plan the way forward
- Periodic cash flow forecasting and budget planning support
- Collation of trial balance, P&L, and balance sheet
- All your transactions, KPI's and budget accounted for

The company uses the following software for providing management accounting services –

**CLOUD ACCOUNTING SERVICE –**

- Efficient cloud migration services
- Automated accounting and bookkeeping processes
- Smart financial health checks

- Support for all major cloud accounting apps



TAX PLANNING AND ADVISORY SERVICES: -

CASH FLOW STATEMENT SERVICES –

- Maintenance of daily cash flow without accounting errors
- Keeping track of account payables and receivables
- Comprehensive reports for every credit card transaction for optimal credit management
- Monthly or annual cash flow budgeting and forecasting
- Processing of bank statement reconciliation
- Preparation of a monthly income statement and balance sheet

BUSINESS ASSET DISPOSAL SERVICE:

- Auditing for your tax position and recommending changes to ensure you qualify for the relief
- The legal review or drafting of relevant documentation – no more dealing with multiple advisors
- Proactive negotiations with HMRC if the need arises – we are prompt and efficient

TAX PLANNING SERVICES: -

- Thorough analysis of taxes by our tax planning advisors
- Instant tax advisory services for businesses across industries
- Identification of tax saving investment options
- Deliverance of add-on services such as bookkeeping and VAT
- Proactive correspondence with HMRC whenever required

TAX INVESTIGATION SERVICES:

- A thoroughly explanation of the enquiry process
- Sorting out of paperwork that demonstrates your compliance
- Identification of anomalies in your documentation

- Negotiation of a fair and favourable settlement
- Proactive correspondence with HMRC until the case is resolved
- Access to fee protection insurance to cover the most of HMRC tax investigation

R&D TAX RELIEF SERVICES

- Management of R&D application filings and any correspondence with HMRC
- Up-to-date advice and knowledge sharing on the R&D legislation
- A dedicated tax advisor along with tech support to guide you through the process
- The utilisation of latest technology to ensure your data is secure
- Evaluation of our fee around your investment in R&D

PROPERTY INVESTMENT ADVISORS

- Thorough property investment and portfolio analysis
- Central point of contact for property transactions
- Benefit of high market penetration with real estate owners and investors
- Cash flow analytics, budgeting and modelling
- Advice on structuring your investment portfolio
- Guidance on buying property to live or rent or flip

CRYPTO TAX SUPPORT SERVICE:

- Calculation of taxable gains and losses on your crypto assets
- Robust tax to ensure that your crypto assets are properly structured
- Correspondence with HMRC on your behalf, including tax disputes and investigations
- Management of your annual HMRC filing obligations
- Ensuring correct valuations are used for your crypto asset disposals
- A dedicated tax advisor to help you with undeclared crypto gains and disclosures
- Creation of tax-efficient domiciled individuals

BOOKKEEPING –

Identifying financial transactions and occurrences, valuing them in monetary terms, noting them in the book of accounts, and categorising the recorded transactions are all aspects of bookkeeping.

LEDGER ANALYSIS –

By default, the General Ledger report shows summary data. Each account indicated as having transactions is shown in the detailed report, along with every transaction made in that account during the reporting period. The report also includes information on the transactions, such as kind, reference, description, and, if appropriate, tax percentage. Each account's total debits, credits, and net movement are shown. Both the starting and year-to-date balances will be displayed in the summary report if you opted to run it using the Show YTD option. If you selected Cash Basis, the report only displays cash transactions that occurred during the given period range.

BANK RECONCILIATION –

The procedure for bank reconciliation

By alerting you when bank statement lines are prepared for reconciliation, Xero streamlines the bank reconciliation procedure. The number of bank statement lines that have been imported and require reconciliation is displayed in the bank account panel on your dashboard.

There are no bank statement lines to reconcile if the Reconcile [number] items do not appear.

On the dashboard panel, the Reconcile Items button only appears when there are statement lines to be reconciled.

DEXT SOFTWARE -

You have the chance to save time with Dext. We accountants are aware of the value of our clients' time. Dext is a piece of software that enables entrepreneurs to electronically collect and preserve the receipts, invoices, and other supporting documents they need to maintain accurate and secure financial records for their companies. The bother of manual entering is eliminated by Dext.

WHERE DO THE BENEFITS OF USING DEXT LIE?

By using Dext, you can:

Stay current with real-time data

Utilize digitization to save time

Don't bring your boxes of paper receipts with you.

SELF ASSESSMENT TAX RETURN –

One can seek assistance with filing your return.

Paying your bill HMRC will determine how much you owe based on the information you provide.

By January 31st, pay your self-assessment bill.

WHAT IS HMRC?

The Commissioners for Revenue and Customs Act (CRCA) of 2005, which replaced the Inland Revenue and Customs and Excise, created it as a non-ministerial Department. The CRCA gave Commissioners chosen by the Queen control over the management of the tax system. The department's top management is where the Commissioners are chosen from.

Their treasury minister, who is in charge of our expenditures, reports to Parliament on their behalf.

The Treasury is in charge of developing and implementing strategic tax policy. HMRC takes the lead in maintaining and applying policies. The "policy partnership" is the name given to this arrangement for formulating policy.

Responsibilities

they are in charge of:

- Taxes on earnings, corporations, gains, inheritance, insurance premiums, stamps, land, and petroleum revenue
- taxes on the environment
- Value Added Tax (VAT), import taxes, the aggregates tax, and the landfill tax VAT
- Excise taxes and customs duties
- commercial statistics
- Credits for National Insurance taxes
- Child Benefits Recovery of Student Loan Repayments National Minimum Wage Enforcement
- control over anti-money laundering

Conclusion

The knowledge on how the accounting world works can be acquired from this article as the accounting software like DEXT AND XERO are found useful in understanding the process of accounting.

The starting of a commerce student is always with all books and rulers in hand, but the end of the ruler and pens comes when software comes to the picture and makes the process easy for an accountant. The process of converting those journal entries and learning the software and putting them to the accounts of various clients is the key. Learning taxation policies and how the HMRC polies work in real life helped me file my clients VAT Returns and doing self – assessment projects. The hardship put to complete a file and checking and analysing it throughout is the key task. Keeping professionalism and sincerity the road to this successful journey was really enjoyable. In 3ES ACCOUNTANTS PVT LTD the Accounting Process was taken up systematically using various software like XERO, TAXFILER, VT SOFTWARE AND AM SOFTWARE. the process of bookkeeping and ledger analysis was automatised here.

On analysing the ledger and finding the faults and correcting them was the most important part of the process. After that the balance sheet analysis and the profit comparison of the various organisations is taken up. Thereafter finally preparing for tax through software named VT SOFTWARE AND TAXFILER is done.

On gaining knowledge on tax filing and further HMRC rules and regulations and all penalties, the process of self-assessment is taken up.

REFERENCES –

- ❖ <https://3esaccountants.co.uk/our-team/>