



What is that you say? A charity that offers low cost specialist accountancy services to other charities? Tell me more!

It is easy to find an accountant. But it is very difficult to find one who specialises in the not-for-profit sector - who understands the problems you face and the intricacies of tracking restricted funding for example. Accounting requirements for charities are very different to that for commercial companies. As a result, inadequately trained corporate accountants will not be able to advise you on your charity's reserves policy, or help you claim gift aid or even generate management accounts for the Trustees that make sense. A task as simple as bookkeeping for a charity requires specialist

knowledge too. As specialist charity accountants, we provide services to all types of charity, community interest companies, charitable incorporated organisations and social enterprises.

**Don't worry - your search for a charity accountant near you is over!
But why us?**



Our aim is to provide client satisfaction by providing exceptional quality accounting services to charities at a reasonable cost.

- Client satisfaction is at the heart of what we do.
- We do it so that charities get value for money without having to spend a fortune - this is something we rightly stand for.
- We are proud to be a Wales based charity - we are not looking to make a profit out of you and any money that we do make goes back into the "pot" to fund good causes.
- We have been established for nearly 40 years and so have a really good understanding of the problems that charities face....particularly in the current difficult economic climate.
- We have achieved the Charity Excellence Framework Quality Mark.
- We have other in-house services that could benefit your charity, eg. HR Services; Creating the Right Culture in your Workplace etc.

The fact that we are also a charity and our passion for what we do makes us stand out from other accountants. Our aim is to provide accounting services that make a difference. Just like you are a charity trying to make an impact on the lives that matter to you, we are a charity that is trying to make a good impact on other charities. We value even the smallest charity and endeavour to build a long lasting relationship with all clients. Because that makes us deliver our services with a personal touch.

We also have a SECRET WEAPON.....

Davina Hutchinson ACMA FCIE



- Davina is the Head of Finance and Payroll Manager here at Cymryd Rhan.
- She is an Associate of the Chartered Institute of Management Accountants.
- She is also a Fellow of the Charity Independent Examiners.

- Davina has worked with charity accounts since 1998 - including preparing accounts, Independent Examinations and Audits.
- She also works closely with our HR Manager and Wellbeing Manager and can pull them in to help too.
- And of course she prepares our year end accounts and liaises with our Auditors and so has plenty of experience to pull on if you are struggling with any aspect of your charity accounts.

So what services do we provide? We provide an extensive range of services and our commitment to providing quality and affordable services makes Cymryd Rhan the best financial partner a charity could have. Each of these services will be specifically tailored to suit your needs.



Preparation of Charity Accounts and Independent Examination

We can do any of the following:

- Prepare year end charity accounts in SORP format where required
- Conduct independent examination on the accounts
- File annual returns with the Charity Commission and Companies House
- Advise trustees on the requirements of the Trustees' Report

If you want to find out more about whether you require an Independent Examination and our Independent Examination Service, click here: [Independent Examinations](#)¹

Charity Bookkeeping and Payroll

If you are a non-finance person, charity bookkeeping can be overwhelming and perhaps a little tedious. It is often at the bottom of your "To Do" list because of constant fundraising priorities, staff shortages and deadlines for meeting project targets. But a trained charity bookkeeper can take this burden away from you so you can focus on delivering your charity's aims and objectives. We can help you by providing the following:

- Meaningful and accurate charity bookkeeping the way it should be done
- Setting up bookkeeping software and providing training to staff
- Preparing timely monthly fund reports showing spend and balance on each fund
- Weekly/monthly payroll including providing payslips and filing the relevant information with HMRC
- Recording VAT and file returns including managing the partial exemption scheme

Because of our tailor made approach, we can be flexible in the services we provide. With the help of cloud based bookkeeping software, we can be involved as much or as little as you wish in your day-to-day bookkeeping - on-site or remotely - it's your choice.

Charity Financial Planning and Management

We can do the following as necessary:

- Prepare monthly management accounts with necessary detail to enable trustees to make the correct financial decisions
- Provide jargon free summaries on management accounts highlighting key performance indicators
- Attend Trustee Meetings to discuss management accounts
- Track and monitor restricted income and expenditure
- Prepare and monitor budgets and cash flow forecasts

Charity Governance and Advice

We can:

- Advise trustees on their roles and responsibilities
- Help trustees to identify inefficiencies in financial and accounting procedures
- Help trustees to set up adequate and effective internal control systems

Charity Formation

We can:

¹<https://sway.office.com/AjsMv0AsfvKX5b9j?ref=Link>

- Help you to decide which structure best suits your needs, eg. charity, charitable company, CIC, CIO etc
- Help you with completing and filing the relevant registration forms

Gift Aid for Charities

As a charity it is crucial that you make every penny count and that is why we offer a Gift Aid service. Gift Aid is vital, yet in the last year charities missed out on claiming over £500m in Gift Aid. The money is rightfully yours and so we can help you to register for Gift Aid and help you with making Gift Aid claims, keeping the relevant paperwork etc.

Gift Aid is when HMRC allows registered charities to claim back the basic rate of tax that individuals have already paid on their donations. Under HMRC's Gift Aid Scheme, your charity can reclaim tax paid (normally 20%) on the amount donated by a UK taxpayer. This amount is then "grossed up" to 25%. This means that you can claim back 25p for every £1 donated - why wouldn't you want to do that!!

Our experience and knowledge of all things Gift Aid means we can help you to submit the correct Gift Aid Declaration Forms and understand the special rules that make claiming Gift Aid so difficult.

Sounds good.....but how will you benefit?



- You will receive specialized knowledge in the field by someone who understands your charity in depth and who is not looking to charge you a fortune
- You will not have to employ in house staff which will minimise costs
- You will receive reports in a timely manner
- Your accounts will be prepared to a high standard
- You will always comply with the relevant laws and regulations affecting your charity

YOU CAN FOCUS ON YOUR CORE AIMS AND OBJECTIVES

Still not convinced? Here is what some of our clients say about us!



"Cymryd Rhan stands out from other accountants because they care about small charities"

"Davina provides a caring and understanding approach that as a charity we have lacked for quite a while"

"Efficient, reasonably priced, responsive and tolerant of the inevitable challenges that small charities bring"

"Impeccably professional service at a very reasonable rate. Davina is always responsive and provides outstanding advice"

"Was very prompt and helpful - everything was very well explained and we felt informed and supported throughout"

and our favourite quote

"Cymryd Rhan are always quirky, full of energy and enormous fun as well as providing a first class service!"

OK you are finally convinced but are wondering how much it will cost?



We offer quality services at a reasonable cost - like we said at the beginning of this presentation, we are not looking to make a profit out of you and any money that we do make goes back into the "pot" to fund good causes. We can afford to work at a lower price and still maintain good standards because of our low overheads.

The annual fee for an Independent Examination depends on your annual turnover - see Independent Examinations²

For any of the other services, we offer an initial assessment meeting with you free of charge and if you are interested we will provide you with a written quote for the work agreed. To give you an idea, our fees are based on a daily charge of £200 but of course our quote will be based on the nature of the work. For example, if you would like us to prepare quarterly management accounts the fee may be £400 (based on 4 x 1/2 days per year).....it depends on the work involved. **But one thing you can be sure of.....we will be a lot cheaper than using a High Street Accountant!**

²<https://sway.office.com/AjsMv0AsfvKX5b9j?ref=Link>

So after all that if you would like to find out more, please either ring Davina Hutchinson on 07788 317704 or email her at davina.hutchinson@cymryd-rhan.org.

Alternatively you can click on this link and complete a form and Davina will respond within 2 working days of receiving the form Cymryd Rhan Specialised Accountancy Services³

Thank you for reading this presentation!

³<https://forms.office.com/e/CCsSp31QTF>