

The logo for Axiom, featuring the word "AXIOM" in a bold, white, sans-serif font. The letter "X" is stylized with a small brown triangle above it. The background of the entire page is a blue-tinted photograph of three business professionals (two women and one man) looking at a laptop screen together. The image is overlaid with a pattern of thin, white, diagonal lines that create a sense of depth and movement.

BOOKKEEPING • ACCOUNTING • ADVISORY

Taking away hassle, providing peace of mind

Financial Management

www.axiomadvisory.co.uk

About Axiom

Axiom is all about taking care of your financial matters, with bookkeeping at the core, whilst providing top customer service!

With Axiom you can expect that, not only are you entrusting your business's financials to qualified, experienced hands, but it's where you have easy access to professional support, providing peace of mind at all times.

At Axiom, your business's success and growth are our priority! Through a range of different service levels, and tailored support for your business, Axiom will have a package for you to choose from that suits your individual needs.



Your Options At A Glance

To help you identify
the best option for you, here is
a quick overview.



Premium VFM

*For ambitious business owners who want to
build a successful and profitable business.*

This is for you if you want
to go beyond the data entry and get
regular support and business advice from us.
We help you interpret the numbers and make
the right decisions.



Full Bookkeeping

*For busy business owners who want us to
save time and make life easier.*

We go beyond the essentials and make
your life easier. Some of the key things you benefit
from include an annual business review, completion
of your VAT returns and helping you get much more
from your cloud accounting system.

Our most popular option.



Essential Data Entry

*For the smaller business and those
on a tight budget.*

For those business owners
who are simply looking to get the basic entries
done to ensure being compliant with
HM Revenue & Customs.

Your Bookkeeping Package Options In Detail

Features	Premium Package	Full Package	Essential Package
Recording your business income	✓	✓	✓
Tracking your business expenses	✓	✓	✓
Reconciling your bank account(s) and credit card(s)	✓	✓	✓
Your paperless expense and receipt filling system	✓	✓	✓
Option of by-weekly, monthly, or quarterly review meetings	✓	✓	Quarterly only
Ongoing email and telephone support	✓	✓	Email only
Response times within	4-hours	1 workday	2 workdays
Process information monthly by*	The 15th	The 20th	The 25th
We provide you with important business reports	✓	✓	✗
Quarterly review and filing of VAT returns	✓	✓	✗
Maintaining your fixed asset register	✓	✓	✗
Review of balance sheet items for accuracy	✓	✓	✗
Making your books “accountant ready” at the year-end	✓	✓	✗
Annual business review	✓	✓	✗
Support and meetings until late evening and over weekends	✓	✗	✗
Summary management reporting	✓	✗	✗
Cost control: Expense monitoring, analysis and advice	✓	✗	✗
Enhanced debtor monitoring and credit control	✓	✗	✗
Precision accounting with accruals and prepayments	✓	✗	✗
Regular business review meetings and advice	✓	✗	✗
Supply of cloud accounting software - typically retails at £300 per annum	Free	✗	✗

* All information and documentation must be sent to us by the 5th of the month following the period for which the work relates to. Failing to do so, we may not meet this deadline at no discount to the client.



Additional Services

You may also benefit from additional services, here is a quick overview.



Payroll

We provide payroll and pensions filing services as an add-on service for our bookkeeping clients that are on Quickbooks Online (QBO).

This is an effective solution for keeping all your business's regular finance matters in one place, with one provider, at very little extra cost. We like to keep things cost-effective.



Cloud Accounting

Looking to move to accounting software? Whether you are currently operating on paper, spreadsheets, or from an existing desktop bookkeeping software.

We can set you up on our preferred cloud-accounting software, Quickbooks Online (QBO).

This will allow you to more easily access your financial data, from anywhere on any device (PC, phone, tablet, etc.). There is also an app version, so you can do important things on the go.

With Cloud Accounting you get greater flexibility and convenience.



Year-End Accounts

*Want to eliminate
the hassle of year-end Accounts filing?*

In addition to dealing with your bookkeeping, payroll and VAT returns, we could take care of your year-end annual accounts and tax returns too!

For this we have a couple of options
for you to choose from.

Additional Services

To make your life even easier
we have more to offer, here is
a brief summary.

Option 1.

We do all the work on the books,
to make them “accountant ready”, and send them
to your accountant. This option makes year-end
accounts a smooth and efficient experience and
– as an added bonus –
this should bring down the cost of your
accountancy fees!

Option 2.

You could simply leave the work to us
completely and we will ensure your accounts
are filed on time in-house or with one of our highly
experienced accountancy partners.



Additional Services

Our range of options continue,
here's one more!



Clean-Up Service

Are your books in a 'mess'?

If yes, the financials probably look something like this: invoices are scattered across emails and post, there's no accounts-specific filing system, financial-records are not kept properly and taxes (VAT, corporation tax, PAYE, etc.) have not been calculated/submitted correctly (and probably outstanding).

Worst of all, the business is not compliant with business record-keeping laws, so HMRC have got plenty to dig their teeth into!

If things stay as they are, it just builds up and, most importantly, you won't have access to the accurate financial information that would guide you in making important business decisions.

Well, not only can Axiom solve this, we have various options for our unique 'clean-up' service!

Get in touch to find out more.



AXIOM

BOOKKEEPING • ACCOUNTING • ADVISORY

Tel: 0203 907 6769

Email: admin@axiomadvisory.co.uk

Address: 71-75 Shelton Street,
Covent Garden, London, WC2H 9JQ

www.axiomadvisory.co.uk