



GREAVES
WEST & AYRE
CHARTERED ACCOUNTANTS

Sowing Seeds for a Better Future



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Introducing Greaves West & Ayre

At Greaves West & Ayre we're proud of our rural roots. Established in 1918 we have grown to become a leading Chartered Accountancy Practice with over 100 staff working from offices in Berwick-upon-Tweed and Haddington.

Agricultural accountancy has always been one of our areas of expertise and we've served many clients in Scotland and Northumberland for generations.

As well as our traditional farming clients we work with various other rural businesses ranging from large landed estates and visitor attractions through to small countryside bed and breakfasts.

What you can expect from us

Our reputation has been founded on traditional professional values matched with a passion for and an ability to meet the changing needs of clients in a progressive manner, and of course providing first class, reliable advice.

Experience counts for a lot in all walks of life. We're proud of the fact that many of our Partners and staff have been with us for decades which means that we have extensive knowledge, experience and a true understanding of the rural economy.

Our aim is to work with you to help your rural business grow and develop. As you read through this brochure we hope you'll gain an understanding of our approach and our commitment to creating real value for each of our clients.

Quality Advice • Quality Service





Going Beyond Basic Tax Compliance

We understand the unique and ever-changing challenges facing rural businesses and that your tax affairs need specialist attention.

We'll ensure the necessary tax regulations are complied with in a timely and professional manner, minimizing payments and avoiding penalties. You'll also benefit from the peace of mind that comes from knowing we can deal with any questions from HMRC on your behalf or help prepare for compliance visits.

Our combined experience and expertise allows us to provide a comprehensive service which includes:

- Providing reliable up-to-date tax advice for your sector
- Preparing tax computations and claims
- Preparing your tax return

If you think your current accountants aren't doing enough, we offer a free, no obligation initial consultation.

Greaves West & Ayre – providing tax compliance you can trust.



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Starting Out on the Right Foot

Regardless of what rural business you're running, one thing remains the same – you won't want to pay more tax than you have to.

Careful structuring of your business and advance planning can potentially save you money.

Tailored Expert Tax Advice

Many rural businesses are completely unique in the way they operate. Some accountants adopt a 'one size fits all' approach, but at Greaves West & Ayre we'll give your business the individual attention it deserves.

We explore all avenues to make sure your business is structured in the most tax efficient way to minimize liabilities and maximize withdrawal of profit.

Whether you're a farmer, a local food and drink producer or own a furnished holiday let business, you can rest assured we have the practical tax knowledge and experience to provide you with specialist advice including:

- Minimizing family tax liabilities including inheritance tax
- Succession planning
- Planning for sale or retirement
- Acquisition and depreciation of plant and machinery

Greaves West & Ayre – large and experienced enough to deliver a full range of tax services to any size of business without sacrificing the personal service.

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Spend More Time Building Your Business

Dealing with the payroll can be a time-consuming task for any business.

In addition to core employees, many rural ventures rely on seasonal and casual staff during peak times. At Greaves West & Ayre we understand that when you're running a business 'hands-on' issues such as pension provision, National Insurance liabilities and statutory payments may not be at the forefront of your mind.

And with ever-changing legislation involving RTI (Real Time Information) and Auto-Enrolment, you need to be on-the-ball when it comes to paying your staff.

Dedicated Payroll Division

Regardless of your size and whether you're a brand new business or have been trading for decades, our expert team will deal reliably and efficiently with your entire payroll, employment and HR issues including:

- Processing wage, salary and National Insurance payments
- Giving proactive advice on employee pension provision, including Auto-Enrolment
- Preparing accurate, timely and cost-effective computerized payslips
- Providing guidance on redundancy issues, statutory sick and maternity pay and employee rights

Outsource your payroll to us and we'll make sure it runs like clockwork.



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Adding Value to VAT Services

VAT is one of those complex matters which no business can afford to ignore.

Our dedicated team with expert knowledge and understanding of the rural economy, can provide tailored and reliable advice as well as creative solutions to all of your VAT issues.

Converting redundant building to new uses throws up all sorts of traps. VAT on land and property can be complex, but we have the knowledge to lead you safely through the pitfalls.

From helping you with the question of whether or not your business should be VAT registered to optimizing VAT recovery, we will help you meet compliance at a minimum cost.

Our specialist VAT team can assist you to:

- Plan and structure your business to take advantage of minimizing costs
- Maintain up-to-date records and avoid penalties
- Prepare for HMRC enquiries and compliance visits
- Complete DIY housebuilding returns

Choose Greaves West and Ayre to manage your VAT and we'll help you, where possible, to make savings. Call us now for a free no obligation meeting.

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Taking Care of Farmers' Finances for Generations

Agricultural accountancy has always been one of our areas of expertise. Generations of farmers have trusted us to look after their finances, enabling them to get on with what they do best.

Many of our people are from agricultural backgrounds themselves so know the industry well and understand what you're talking about. We structure our farm accounts to provide meaningful and helpful management information.

As well as making sure your accounts are prepared in the correct way we can provide the following:

- A review of your existing structure to make sure it is tax efficient
- Capital tax advice and planning
- A review of your current tenancy arrangements
- Contract farming agreements
- Advice on, and planning for diversification

With Greaves West & Ayre your farm accounts are in reliable hands.





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Putting Your Faith in Trusts

Depending on your circumstances, setting up a trust could be a good way to protect the assets of your rural business for future generations.

Have you had a complete financial review of your business and personal circumstances recently? Have you thought about who'll take over when you retire? Do you understand how trusts work?

Trusts may also be set up for other reasons such as to look after your children's affairs, manage your business when someone is unable to do so due to ill health, and also to pass on money or assets either during your lifetime or after you've passed away.

Clear financial advice in simple terms

It's our job to explain the complexities of trusts in a clear and easy to understand way. This allows you to make an informed decision on your business and personal finances.

Choose us to look after your trust and we will provide reliable advice including:

- How to protect your assets without relinquishing control
- How to use a trust in relation to your will and family wealth planning
- How to administer your trust correctly to avoid any potential financial pitfalls

Don't leave the future to chance; protect the business you've worked so hard to build.

Generations



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Attention to Detail

Our Partners are experienced in carrying out cost-effective audits for rural businesses such as farms and landed estates.

Our registered auditor services complement the other areas we work with our clients on and include:

- Audit of grant and other claims
- Clear constructive audit advice
- Specialist audits required under industry-specific regulations

Always Adding Value

At Greaves West & Ayre we believe that the audit process can be more beneficial than merely satisfying legalities; by helping to identify strengths and weaknesses it can lead to better business systems and ultimately improved performance.

We hand pick our audit teams on a project by project basis so you get the people with the skills and experience who are best placed to carry out your audit and help your rural business to grow and adapt.

And the continuity which results from our low staff turnover means that each year you won't have to explain the same things to different people.

Greaves West & Ayre is registered to carry out audit work in the UK and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales.

Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C005352083.





Your Finances Are in Reliable Hands

When it comes to your financial wellbeing, there should be no compromise. Integrity, substance, innovation and independence are the key values underpinning our work.

Our qualified and dedicated team of advisers will take a holistic approach to your business and personal finances.

We'll listen to what you want and gather as much information as possible to provide a complete and up to date picture of your financial arrangements, personal circumstances and attitude to risk.

By reviewing your finances as a whole, we may be able to identify ways in which you can pay less tax or invest your profits in a more tax efficient way.

Advising on the right products for you

In delivering our service we are able to offer advice on the following:

- Life Assurance & Protection
- Pensions & Retirement Planning
- Investments & Savings
- Tax & Trust Planning (including Estate Planning)

As Independent Financial Advisers we are not limited to a few products or providers. Instead we examine the whole of the market bearing in mind your specific requirements. That means you can have the utmost faith that when we say we believe something is the best option for you, we really mean it.

We look forward to working in partnership with you to help build a secure and prosperous future.

Greaves West & Ayre Wealth Management is a division of Greaves West & Ayre, a firm authorized and regulated by the Financial Conduct Authority (FCA) for Investment Business (FRN 100825).



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Taking Care of Your Technology

No matter how remote your business is, it's hard to get away from using computers.

Greaves West & Ayre is more than just an accountancy firm. We have an experienced in-house IT team that can tailor managed computer services to your evolving business requirements.

We are accredited Microsoft Small Business Partners and approved trainers for a number of software packages. Our extensive services include:

- Network support and maintenance
- On-site and remote IT support
- Hardware and software supply
- IT consultancy
- Business IT MOTs

Cloud Accounting

We're finding that many of our rural clients love the convenience of cloud accounting software which means they can access information from virtually any device anywhere and at any time. If this sounds like a breath of fresh air then we can supply advice and training on a number of cloud based services.

For IT support where the technicians live in the real world and speak a language you understand, please get in touch.



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Freeing up More of Your Time

Having to take care of statutory requirements and paperwork can be an unwanted distraction at the end of a long hard week.

There are a number of things we can look after which come under the heading of company secretarial services. These are:

- Completing and filing annual returns
- Maintaining statutory records
- Safe document storage
- Preparing dividend minutes for signature by directors
- Use of our corporate Company Secretary – GWA Cosec Ltd

Delegating the regulatory bits and pieces to us means you don't have to worry about keeping up with changing company legislation and can focus on what you do best.

It pays to have your registered office with us

There are many benefits of having a registered office with Greaves West & Ayre:

- We can open and deal with all mail from Companies House and HMRC on your behalf
- If you work from home, it means people won't have access to your residential address
- To portray a more professional image to clients and suppliers

Your registered office address will be at either our Berwick-upon-Tweed office or our Haddington office.





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Focusing on the Future

Whether you've just taken over the family farm or are looking to expand or diversify, a thorough and professionally prepared business plan can make a significant difference.

With our wealth of experience in the rural sector we can help you define realistic and achievable business goals in order to help raise finance and support grant applications.

Cash flow is King

When you're involved in the day-to-day running of your business it can be difficult to find the time to plan ahead financially. With knowledge of the fluctuating challenges facing rural businesses, we take time to understand your revenue streams and market conditions to compile detailed cash flow forecasts. By anticipating potential shortfalls you can then plan for them and always stay one step ahead.

Get in touch to discover how we can take some of the strain out of running your business and provide the reassurance you need to keep going.





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17 Walkergate, Berwick-upon-Tweed, TD15 1DJ

T 01289 306688 E berwick@gwayre.co.uk

8 St Ann's Place, Haddington, East Lothian EH41 4BS

T 01620 823211 E haddington@gwayre.co.uk

 [@GreavesWestAyre](https://twitter.com/GreavesWestAyre)

greaveswestayre.co.uk