

## Systems & Processes

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Do you keep your accounts on a spreadsheet?

We can help you move over to an accountancy package that will save you time, and make sure your accounts are accurate.

We'll provide training to make sure you're confident in using the new system.

## Internal Controls

We can help you protect your funds by advising on appropriate controls.

## Reports for your Trustees

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We can use your data to create reports in a format that's easy for everyone to understand.

We work with your treasurer or finance officer to make sure we understand your charity's situation and that the reports highlight the main issues that need to be discussed by your trustees.

**Quarterly reporting service from £500 per year**



## SPX Oxford Ltd

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Accountancy & Bookkeeping  
Services for the  
not-for-profit sector



Our Services for Charities

[www.spxford.co.uk](http://www.spxford.co.uk)

## Independent Examinations

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We are very happy to undertake the independent examination of your charity's accounts, in line with Charity Commission requirements.

Our fee depends on the size of your charity and the complexity of your accounts, but guideline prices are:

**Small charity:** Fee £450

**Medium charity, moderate complexity:**  
Fee £600

**Large charity, significant complexity:**  
Fee £1,000

## Bookkeeping & Payroll Services

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Is your treasurer over-burdened? We can help by taking care of the bookkeeping.

### **Guideline prices:**

Up to 50 transactions per month:  
Fee £150 per month

If we do your bookkeeping we can also provide a payroll service for a small extra charge.

1-10 employees: Fee £35 per month

### **Annual financial statements; Charity Commission, HMRC & Companies House returns**

Whether or not we do your bookkeeping we can prepare your annual accounts and file them for you. We can also file your CT600 and VAT returns

## About SPX

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We specialise in providing high quality accountancy services for the not-for-profit sector.

We believe in the 'triple bottom line' as an approach to business, so we consider the environmental and social implications of all that we do, as well as financial profitability.

We are proud to rent our office space from the Ethical Property Company.

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