

BROWN&CO BUSINESS ADMINISTRATION SERVICES

We offer a professional office and book keeping service specifically designed for farmers, estate owners and rural businesses; producing simple cash-based records through to full property portfolio accounting.



Property and Business Consultants

Residential | Commercial | Agricultural

brown-co.com

BROWN & CO

OFFICE ADMINISTRATION

Brown&Co's experienced and professional team covers all aspects of office administration, including VAT returns, bank reconciliations, payroll and crop recording.

Whether it be a long-term solution or short-term cover for extended leave, the service is designed to improve efficiency, information flow and remove all the stress and hassle involved in running a farm office, allowing you the time to focus on your business. We can use your existing software and computer systems or run your 'books' through our system, whether it be in your office or ours. Whatever service suits you, we provide independent handling of all paperwork, however, you remain in control at all times and the 'books' continue to belong to you.

PAYROLL

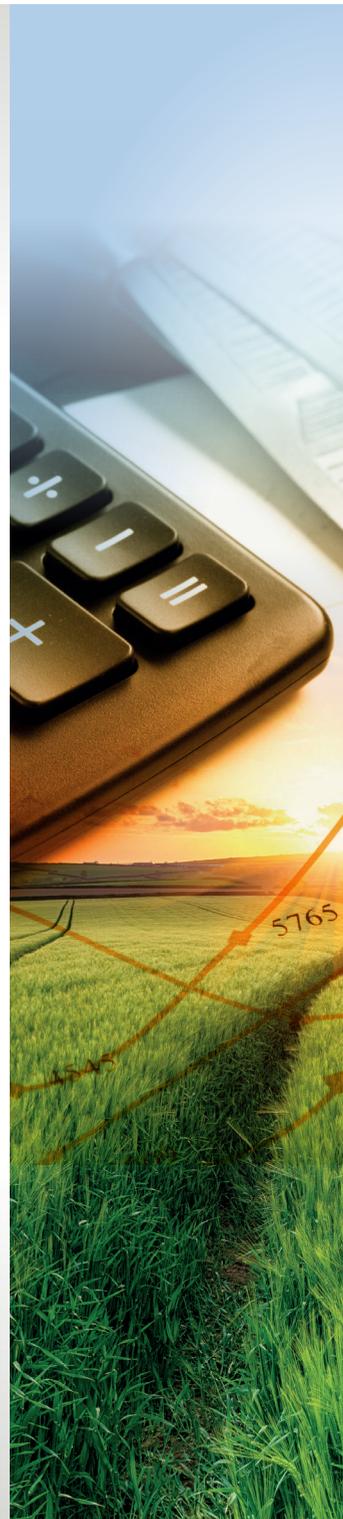
With recent auto-enrolment legislation affecting the requirement to provide a pension scheme for your employees, it is more important than ever to understand your legal obligations. The requirement and cost of payroll software for smaller employers can be reduced by outsourcing the service.

Brown&Co offers an experienced team who can undertake this task, ensuring your workforce is paid promptly and accurately. This saves the time and inconvenience of errors and penalties when submitting payroll information to HMRC and the pension provider. The service is available either on-farm or as a remote offering, which can be a more cost-effective solution for your business.

MANAGEMENT REPORTING

Brown&Co can provide detailed analysis of your records on request and frequently monitor actual progress against budgets agreed with our team of Agricultural Business Consultants.

This means we can provide accurate information for enterprise analysis, and independent administration of joint ventures or contract farming agreements. Our service is designed to improve efficiency, information flow and identify ways to improve profitability.





■ DATA AND CROP RECORDING SOFTWARE

Brown&Co's dedicated team has in-depth knowledge of the main software used in rural businesses including Landmark, Farmplan and Gatekeeper.

We work closely alongside the software providers, ensuring our team is always up-to-date with the latest software updates, technology and training. We can use your existing software and computer systems or run the data through our system.

■ MAKING TAX DIGITAL

Making Tax Digital is part of the Government's plans to simplify tax systems for individuals and businesses. The aim is to make the tax process more effective, more efficient and easier to comply with.

There are still some farms using paper-based accounts systems and these will be hit hardest by this change. All paper-based accounts will need to be set up on an electronic-based accounts software.

■ CONSULTANCY TRAINING AND RE-ORGANISATION

You may have had the same office system that has worked for a number of years, or a change of generation is taking control and your business has expanded. Whatever the catalyst, now may be the opportunity to review the systems in place.

We provide advice and training in all aspects of farm office systems, supplying quality financial and management information to aid better decision making, resulting in greater efficiency and a more profitable business.

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For proactive and professional services contact your local experts



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