



# sheards

Chartered Accountants & Business Advisors

## Welcome!



Welcome to the Summer issue of our newsletter. We have freshened up the design a little,

which we hope you like! We are also delighted to introduce a number of client showcases, so if you are a satisfied client of Sheards and would like to appear in a future newsletter please let us know – we'd love to feature your business.

Have a great summer! - *Kevin*

## Get in touch

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Registered to carry on audit work and regulated for a range of business investment activities by The Institute of Chartered Accountants in England and Wales



INVESTOR IN PEOPLE



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## New ClientZONE offers secure remote accounts access

We are delighted to launch an innovative new service that is revolutionising the way we exchange information with our clients.

The service, called ClientZONE, is accessed via our firm's website, [www.sheards.co.uk](http://www.sheards.co.uk). This secure area of the website allows both ourselves and our clients to upload documents such as accounts and tax returns to a secure area of the site, where they can then be downloaded by the other party.

Director Kevin Winterburn explained: "In an age where we have all come to expect things instantly, we have nevertheless become increasingly concerned about the security dangers inherent in the use of email as a means of relaying confidential financial documentation. ClientZONE is as

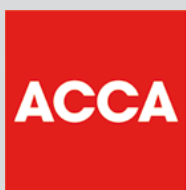
secure as internet banking and so enables us to exchange information with our clients both quickly and securely."

One of our first clients to use the service was Martin Campbell of James Holdsworth & Bros. Group Limited, who immediately saw the benefits of the service: "I was surprised at how easy ClientZONE is to use. It meant that I was able to send our latest management accounts securely and receive prompt advice from my accountant."

We are now in the process of rolling out the service to all our clients, but in the meantime if you have any questions please do not hesitate to contact us.

# Gold Medal for Sheards training

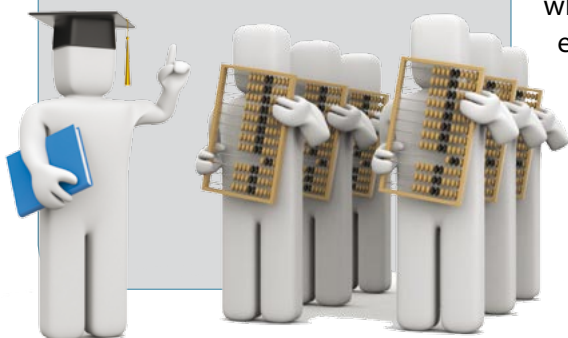
At Sheards we take the training and development of our staff very seriously. Only with a motivated and trained team can we deliver our clients the level of service that we aspire to.



With this in mind we were delighted to be

informed recently that the firm has been awarded the Gold Employer Status by the Association of Chartered Certified Accountants (ACCA). This is given to those firms who ACCA assess as going above and beyond the basic level required in developing its staff. We are naturally very proud of this recognition!

The firm also holds Investors in People status which reflects our commitment to staff development, and we are also an approved office for accountancy students choosing either the Chartered or Certified route in attaining their professional qualifications.



# Growing leisure business credits Sheards for great support

At Sheards we love helping small businesses grow. Having support at the outset is vital and at Sheards we pride ourselves on this crucial part of our service.

Here, in his own words, are the thoughts of a client on how we are helping him and his business. Gareth Irving, who operates UKCaravans4hire.com Limited:

"I was first put in touch with Sheards via Business Link West Yorkshire and had my first meeting with Kevin in 2009. At the time I was just starting out in business, self employed and working from home.

As the owner of a growing business I have a lot of questions but Kevin always manages to send me a timely reply with all the answers and information I need, as well as ideas for my business. These extra touches make a real difference.

I am a user of Kashflow, the online accounting system provided free by Sheards. Kashflow automatically downloads online payments received via the businesses Paypal account which saves me a lot of time and effort. Sheards also advised me with my VAT registration, recommending the VAT Flat Rate Scheme to me which not only simplifies my VAT returns but also substantially reduces my quarterly VAT bill.



Now that we have 2 full time staff and offices in The Media Centre, Sheards has been an important factor in the growth of the business over the last few years and the peace of mind I get from their service is invaluable"

UKCaravans4hire.com received over 10 million page views in the last 12 months and now has over 1400 caravans to hire at 327 locations across the UK.

Kevin Winterburn commented: "I think that the reason the business continues to grow each month is due to the fact that everyone involved benefits. From the person letting the caravan receiving an income to the holiday maker saving money when compared to booking direct with the holiday park - it really is a win-win situation. I am proud to work with this expanding local business"

# Textile expert's TV appearance brings reward!

We have recently been extremely proud of one of our long standing clients who has publicly voiced his concern over the future of his industry.

Paragon Textiles has operated in Huddersfield since the 1970's under the guidance of Gordon Hawley as MD, providing a service of commission pattern weavers to the textile industry. It is now the only company in the UK using the traditional methods providing this service.

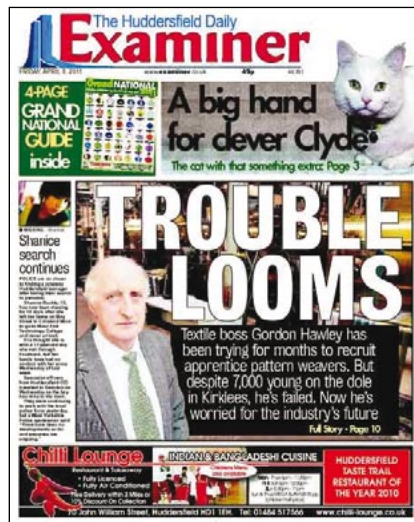
Gordon has recently featured in the Huddersfield Examiner and on local news television expressing his concerns for retaining the skills within the industry after failing to find any apprentices to train. The media exposure resulted in around 70 people enquiring about the apprenticeship ranging in age from 18 to 60.

Gordon commented: "The industry really needs school leavers because of the complexity and the length of time required to train a skilled operative. There are more companies than just Paragon Textiles looking for good people and with the help and cooperation of the Textile Centre of Excellence, some of the 70 applicants will find employment - we have now taken on a new apprentice as a result of the recent coverage".

Sheards provides Paragon Textiles with a complete outsourced accounting function, dealing with the production of the company's sales invoices,

preparation of payroll, on going book-keeping and VAT returns, together with year end accounts, tax returns and planning. Gordon says of Sheards: "Paragon Textiles are pleased to have had a long association with Sheards. We have the benefit of having had a comprehensive range of frank, sound, professional advice both for the company and its directors."

Carolyn Atkinson, who along with her team looks after Gordon's business commented: "It is very satisfying to see a long established Huddersfield textile firm not only surviving, but with the potential to thrive and create local jobs in the future."



Gordon Hawley's plight was covered by the local newspaper (cover courtesy of the Huddersfield Examiner)

# Supporting Carlton Alarms for 25 years

Here is a personal view of Sheards from Carlton Littleford, managing director of Carlton Alarms Limited:

"Jack", I asked, "who does your "books"? I am thinking of starting a business but I don't know anything about the accounting side of things."

"Go and see Brian at Sheards, they do mine, he's a very nice man and will explain what to do" said Jack. An appointment was duly made, and of course he was, and he did. That was 25 years ago.

I always feel you can't beat a personal recommendation, and that set a basis for my company and is still our main source of work- satisfied customers! In this time my company has grown and so has Sheards, and things have got to a stage now where with my family well established in the company I am looking forward to passing things on and ultimately planning my retirement.

So there you have it, an accountant that gives you the complete package from start up to retirement and everything in between and of course it goes without saying that I would not hesitate to recommend Sheards to anyone." Carlton Alarms is a one stop shop for all your security needs, domestic, commercial and industrial in West Yorkshire, call them now on 0800 435273



## Do you Tweet?

For the latest news, useful links and just to know the goings on in the office, follow us @SheardsAccts

# Employee of the month

We introduced our Employee of the Month award during 2010 to add a little fun and interaction between the team.



The winner is always chosen by the previous month's winner from nominations made by colleagues throughout the month. Recent winners have been Pat Messenger, Kevin Sanders and Rachel Beaumont.

Pat, our February winner, has been with the firm for over 20 years. She prepares accounts for sole traders, partnerships and clubs & associations.



Kevin won the award for his second time in March. Kevin works on the audit and preparation of accounts for several of the firm's larger clients.

And finally, our April winner was Rachel, who largely works with our mid range clients with turnover between £0.5m to £2m.

Well done all!!

*From top to bottom:  
Pat Messenger, Kevin Sanders  
and Rachel Beaumont.*



# Ben joins the Sheards team



We have recently been joined by Ben Hodgson. Ben qualified as a Certified Accountant in 2010, completing his training in a practice based in Halifax.

Ben has extensive experience in accounts preparation and audit. His specialist skills lie in his work for solicitors, and also in preparing cash flow forecasts.

Outside work Ben is a keen tennis player.

We welcome Ben to the Sheards team!

# Schedule of services

Sheards provide accountancy, tax and business advisory services to owner managed businesses and individuals to clients across West Yorkshire and beyond.

Sheards is well respected in the area, both for our long established reputation, but also for our fresh, modern and friendly approach in working with our clients.

## *Our services for businesses include:*

- Accounts preparation & audit
- Management accounts & forecasts
- Payroll, book-keeping & VAT
- Business strategy planning & review
- New start business advice & support
- Taxation compliance & planning
- Company secretarial
- Tax investigation fees service

## *Our services for individuals include:*

- Self assessment tax returns
- Personal tax planning including capital gains and inheritance tax
- Investment and retirement planning

We give fixed quotes for all work in advance and offer an attractive interest free monthly payment option. If you are interested in becoming a client of Sheards, simply give us a call on 01484 541155 to arrange a no obligation meeting.