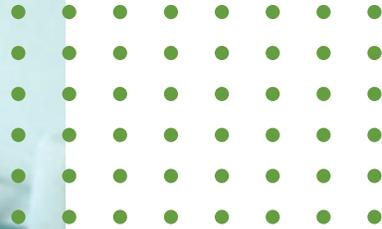
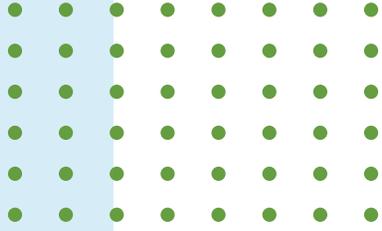




SAPPHIRE
INFO SOLUTIONS
OUTSOURCED ACCOUNTING SERVICES

COMPANY PROFILE





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COMPANY PROFILE:

We are accounts outsourcing company founded in year 2004 to provide quality professional outsourcing services to small and medium sized Accountancy practices in UK. The company has been set up and managed by a group of qualified accountants from India. We have considerable expertise in bookkeeping, outsourced accounting and proficiency in SAGE, IRIS, QuickBooks etc. Our outsourced accounting services including VAT Returns, Bookkeeping & Tax Preparation enables accounting firms to add more profits to their bottom-line and grow their business significantly. At Sapphire, we provide our clients an opportunity to grow with the help of their existing resources. Our high skilled professionals are well versed with taxation and corporate laws in UK and provide you with unique outsourcing advantage with nearly 100% accuracy. etc.

We have very well-defined security policies supported by various documents to ensure the security confidentiality of client data. We have standardised our work processes ensuring output quality control. All the work is done by staff with required experience & the same is reviewed by senior accountants to ensure it has been done as per the specifications of the clients.

We hold ISO: 27001:2013 Certification with regard to (ISMS) Information Security Management System to provide outsourced accounting services & also ISO: 9001:2015 standards for (QMS) Quality Management Systems.

WE ARE ONE OF PREFERRED OUTSOURCING PARTNERS FOR TAXASSIST FRANCHISEES IN UK.

Our Management team includes three directors who are qualified chartered accountants having ample experience in accountancy. The CEO of the company has more than 20 years of experience in accountancy and related areas. One of our Directors has worked with an accountancy firm in UK for 3 years & has additional qualifications of Advanced Diploma in Business Studies from London University. We have highly skilled professionals which includes graduates & postgraduates in commerce, MBA's and IT professionals. Our employees are trained on all major accounting software's being used in UK. At present, We have a team of 50 persons working at two centres in India (Ludhiana and Chandigarh) and one office at UK (Hillingdon).

SERVICES:

02

WRITE UP & BOOKKEEPING WORK:

We use various software such as IRIS, SAGE, CCH, Kashflow, XERO etc. to do this work. Our book keeping services include:

- Sales & Purchase Invoices
- Sale & Purchase Ledgers
- Bank Reconciliation
- General Ledger
- Accounts receivables reconciliation
- Accounts payable reconciliation

ANNUAL ACCOUNTS PRODUCTION:

We produce accounts for every type of client i.e. IT professionals, doctors, management consultants, sole proprietors & traders, partnerships or companies. We use various accounting software such as SAGE, VT Final, IRIS, CCH and others as are being used by you. We do EOY Journal adjustments, General ledger scrutiny, reconciliation of assets and liabilities, analytical review and variance analysis during preparation of year end accounts

MANAGEMENT ACCOUNTS:

We produce management accounts at monthly, quarterly, half yearly intervals or any other period relevant to client's needs and as per the desired formats.

VAT RETURNS:

Vat returns are prepared based on various schemes adopted by your clients either on excel sheets or on the software being used by the client. As at 1st January 2019, we are processing around 100 VAT returns every month for clients who include departmental stores, restaurants, Off Licenses, management & IT consultants, car dealers, fashion stores and pharmacies.

RECONCILIATION JOBS:

Bank & other Reconciliation including Accounts Payables & Accounts Receivables.

TAXATION:

Preparation of Personal & Corporate Tax Returns.

PREPARATION & FINALISATION OF ACCOUNTS FROM INCOMPLETE RECORDS:

We can prepare accounts from available records keeping in view information on records including VAT returns filed, bank statements etc

PAYROLL:

We prepare weekly, fortnightly or monthly payslips both for changeable and non-changeable clients. Apart from that we prepare and file annual returns & do online RTI filings on behalf of our clients.

DATA MIGRATION:

We migrate bookkeeping data from desktop to online cloud software which are digital tax compliant e.g XERO, QBO, Freeagent, Kashflow etc.



SOFTWARE CAPABILITIES:

We have the proficiency and experience across all major accounting & related software's:



SAGE 50 ACCOUNTS



SAGE ACCOUNTS PRODUCTION



CCH



SAGE 50 ACCOUNTS



VT FINAL ACCOUNTS



MONEYSOFT PAYROLL



KASHFLOW



DIGITA



CCH PROSYSTEM



QUICKBOOKS



XERO



TAXCALC

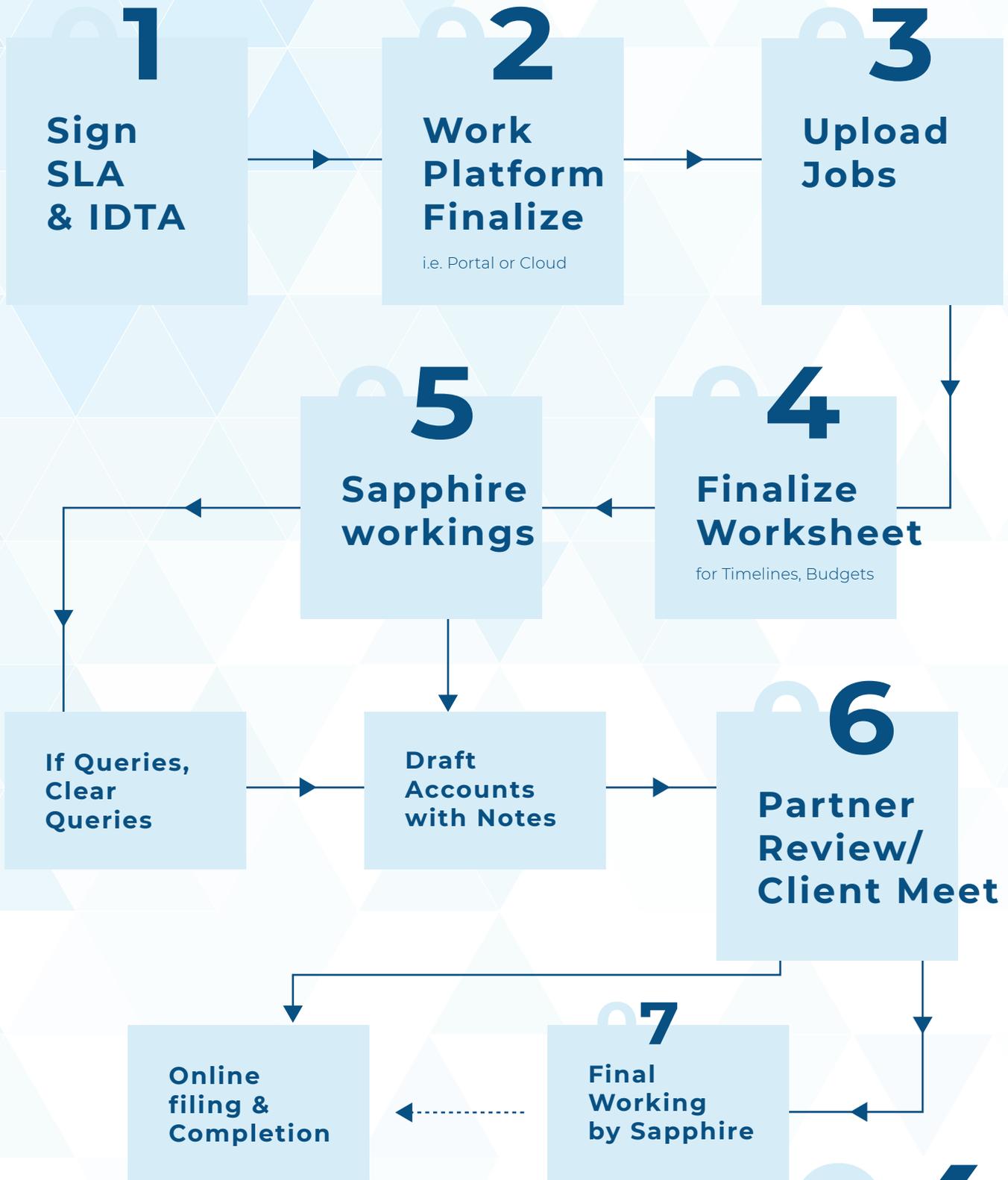


MYOB

OTHERS
ON REQUEST

03

WORK PROCESS



TESTIMONIALS:

“

I have been using Sapphire for just over a year now with the F TE option, and have always found them to be very professional and provide an excellent service to my practice. I recommend them highly to anyone considering using them.

KAVAN TANKARD - Accountant Halifax

”

“

We made a decision to outsource some of the bookkeeping, accounts and tax return work to Sapphire, recruiting a full time person in November 2018. As a 100% cloud based practice we set up access to our systems in exactly the same way we would a UK based employee requesting that our allocated person , Aastha, worked to our process methods and communicated in the same way we do across our own offices. After three months I am very pleased with the outcome with all work completed to a high standard and I genuinely feel that Aastha has become part of our team. Communication from Aastha and Kevin has been honest and clear which makes me confident to add more people to our India based team as our business grows.

In 2019 I look forward to freeing up my UK based technical staff further to ensure we are maximising the help we provide and fees we earn with our clients.

DAVE FORRESTER - TaxAssist Ilkley , Keighley & Bingley

”





I have used Sapphire for nearly 11 years now and they have been instrumental in assisting my journey from sole practitioner to a multi office business.

We would not be where we are today without them. They are our “go to” people who can rely upon to deliver 100% of the time. This frees our office staff of accounts preparation bottlenecks, enabling focus on adding client value, improving accounts production lead times thus improving the client experience and finally enabling growth of each practice.

PHIL ROYLES -TaxAssist Northwich, Warrington & Leigh



A common story in TaxAssist is the issue around getting decent staff and keeping them. In April 2018 one of our apprentices decided to move on which left a bit of a gap. Our admin lady who was already doing payroll and bookkeeping stepped up and took on VAT and self assessment work, and so we were either trying to recruit for an apprentice role or an admin role. In a nutshell despite our best efforts and a few “trials” we did not manage to achieve a new team member.

Sapphire has already for a number of years been providing limited company accounts preparation, and so in November 2018 we asked them if they could help. We were able to start with a dedicated resource from Sapphire almost right away, carrying on the limited company work, but also extending into self assessments and VAT returns to date. The joy of our dedicated FTE is that they do not sit in our office, but do have their own hosted sign on to all our systems, so is effectively another member of the team with all the benefits which that brings, but even better, does not get distracted when client call in, which means the efficiency is amazing. Result of all of this is that my team have more time to client face, helping the clients but also promoting what other work we can do for them, it’s a win win.

DAVE MASTERSON -Taxassist Dunstable & Leighton Buzzard



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