



# Cain & Beer

## Certified Bookkeepers

Accounting | Taxation | Bookkeeping

## Help When Accountants Need It Most



## The Key Benefits to You

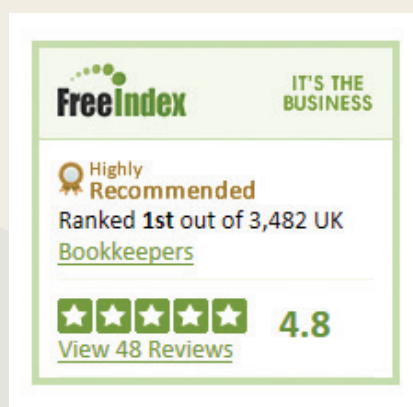
Understanding your needs as accountants is key to providing a first class outsourced bookkeeping and payroll service. It also has to be a service that is available and ready when you need it and able to assist you during your busy times.

You, your practice and your clients will expect accuracy and a high standard of work, a reliable and efficient service as well as a quick turn-around as a given.

What else would you expect from an outsourced bookkeeping and payroll solution, do these ring true for you?

- A caring 'ICB Certified Practice' with a strong team spirit
- Friendly and knowledgeable voice at the end of the phone
- Work returned to you in neat folders to meet your deadlines
- A dedicated account manager and team full of expertise
- Bespoke management accounts and assistance in preparation of year end returns
- Your clients looked after just how you would expect

Hopefully, you are getting a picture of the level of service you could expect to receive from the UK's Number 1 ranked Bookkeepers on Free Index.





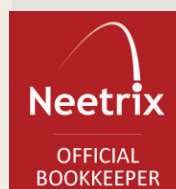
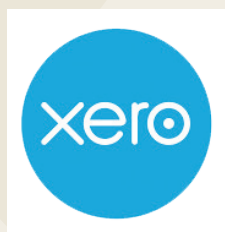
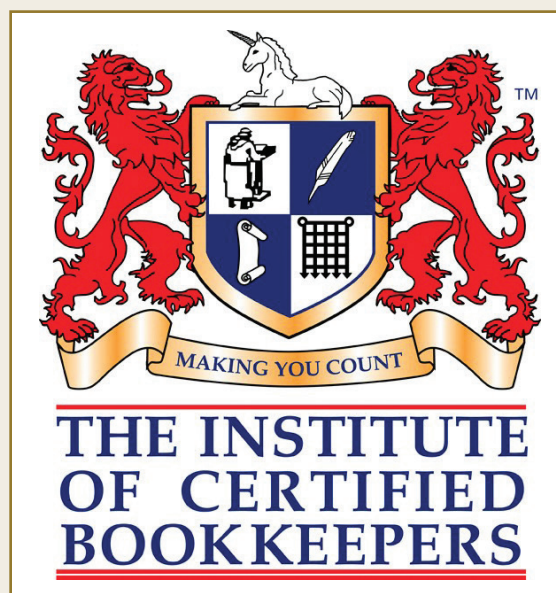
## Introduction

A strong business relationship or partnership is not only built on trust but also a number of other things such as care, attention and understanding the needs of the other party. It is a very competitive market place out there and winning new business is tough and at times cut throat.

Keeping up with the times is very important and having a working knowledge of a number of accounting software and bolt-ons like bank feeds and Receipt Bank offers flexibility. Not being tied down to one software provider gives a variety of options for you and your clients.

There are so many choices out there for you and your clients, whether it be Xero, Sage, QuickBooks, Neetrix or KashFlow to name a few; an eager and professional team are waiting to hear from you.

A team that not only specialises in all of the above mentioned software it is certified by those companies too so you know that can rely on them.



## Case Studies

### Accountancy Firm based in Maidstone

An accountant who runs a fairly large practice in Maidstone that grew his business in a very short space of time which placed enormous pressure on him. Not only were there not enough hours in the day to complete all the work but time with his family also suffered.

This couldn't continue any longer and something had to give so rather than bury his head in the sand he spoke to a few business associates of his and one name kept coming up! Enough was enough, he had to speak to Cain & Beer Limited to see if they could relieve him of some of the ever increasing workload.

He obviously couldn't give out all of his workload that was tying him down because although he was aware of the great reputation, he didn't have any working experience. He chose to entrust a couple of his clients work to Cain & Beer and when the work returned a week earlier than expected to such a high standard, he let go of some more work.

The firm now outsource about 3 days' worth of work a week which not only has relinquished a lot of stress but has given him and his team time to focus on growing their Practice.

### Bells Enterprises Limited

An Accountancy & Bookkeeping Practice based in Chislehurst in Kent and run by Joanne Bell needed a reliable bookkeeping service for a few of her onsite clients. Joanne was spending a lot of her time visiting some of her clients to complete bookkeeping tasks and management accounts.

Although these clients were extremely important to Joanne, she knew that it was not good use of her time. Not only was she spending time away from her practice whilst attending the client's offices but there was also a lot of travel time being incurred.

Joanne knew of Cain & Beer through networking and decided to arrange a meeting with them; straight away she realised that she could expect high standards and introduced them to one of her clients. The handover and transition period was seamless and her client is extremely happy with the way that they are being looked after.

Bells have built up a sturdy reputation since forming in 2009 so it was imperative that her high standards were maintained.

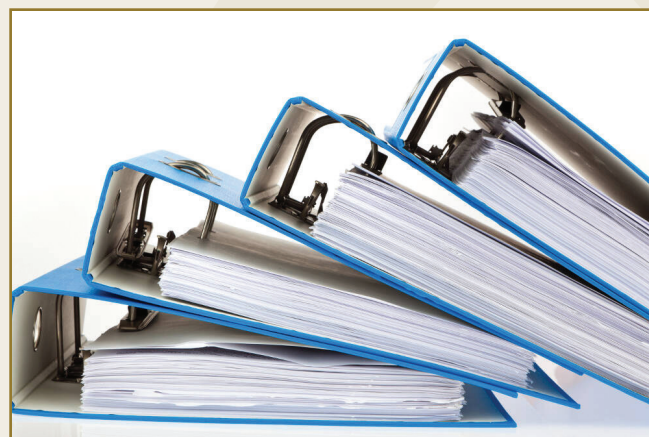
Joanne now also outsources further bookkeeping work that means her days run a lot smoother and she has time to spend working on, instead of in her business. Cain & Beer also refer their clients to Bells Enterprises too so it has turned into a 'Win-Win' relationship.

### Accountants based in Downe

An accountant we work very closely with based near Downe in Kent is like so many other accountants and he was getting bogged down with the increasing amount of bookkeeping, tax returns and accounting that he was having to do. Something had to give as he was spending most of his time in his office instead of meeting his clients and pitching to potential new ones.

One of his clients recommended Cain & Beer to him so he made contact and asked whether we had capacity to take on some extra work.

Cain & Beer now look after the bookkeeping for 6 of his clients which has given him the time back to focus on growing his Practice.



## Accountant Testimonials

*"Cain and Beer have always provided a professional and friendly service. The work they provide is of a good quality and delivered in a timely fashion"*

Accountant in Downe

*"Best bookkeeping firm I have ever outsourced to. Fast turnaround, excellent value for money and accurate, well presented work. Hopefully we will continue to work together for the foreseeable!"*

Joanne Bell  
Managing Director / Bells Accountants

*"My retail-clients, and I, are both delighted with the service given by Cain & Beer these last months. Everything is turned round in a most timely manner, at a very fair price, so everyone is happy! My client has the information back promptly, and I can be happy that everything is right"*

Stephen Smith  
SJS Accountants

*"I have known Paul Cain for many years, and used his services in the past. I recently contacted Paul, to assist us at very short notice, with a client who had just parted company with their full time financial controller. Cain & Beer were able to offer an instant solution, and provide full bookkeeping, and management accounts, for our client. I would not hesitate to recommend Cain & Beer to my clients, and business associates, needing financial management assistance"*

Julien Upson  
Partner / Hartley Fowler

*"I am a Chartered Accountant in practice and have known Paul for some time now. I have only the highest regard for the quality of service he provides, his willingness and above all his personal ability and for those reasons I have happily recommended him to my clients"*

Michael Clark  
Partner / Clarkson Hyde



4,219,893	3,877,538	3,535,183
1,893,167	1,504,198	1,115,229
1,375,595	1,276,853	1,115,229
3,484,815	2,544,551	

Balance Sheet	
ASSET	
Current asset	
	Cash
	Account Receivable
	Bill of exchange
	Inventories
	Prepaid expenses
	Total current asset



## Services Provided

### Bookkeeping

Raising sales invoices, posting batch sales invoices  
Coding and posting supplier invoices  
Posting and allocating customer receipts  
Posting and allocating supplier payments  
Bank payments to nominal codes  
Full bank reconciliations  
Pre-payments, accruals and adjustments  
Fixed Asset register maintenance  
Month-end routines and depreciation  
VAT Returns – Processed & Filed Online  
Year End Accounts Preparation  
Self-Assessment Tax Returns



### Management Accounts

Aged Debtors  
Sales Day Books  
Sales Receipts  
Aged Creditors  
Purchase Day Books  
Supplier Payments  
Bank Reconciliation Reports  
Bank Payments & Receipts  
Profit & Loss Report  
Balance Sheet  
Trial Balance  
Month by Month Comparative Profit & Loss & Balance Sheet  
Break Even Computation  
Overheads Commentary  
Cash-Flow & Sales Forecasts

### Monthly / Quarterly Reviews

A financial review of the accounts with expert advice, full jargon-free explanation of your client's figures

### Payroll

Weekly, monthly or yearly processing  
Production of wage slips  
Employee Holiday Scheduling  
Employee Absences Scheduling (SSP, SMP, SPP)  
Issuing P45s  
Summary Reports  
Year End processing including P35, P11 and P60 reporting

We are also more than happy to assist your clients with setting up of their accounting software and provide them with specific training and ongoing support.



## About Us

Cain & Beer Limited are an Institute of Certified Bookkeepers (ICB) Practice and were formed in January 2013 with the purpose of assisting accountants during their busy periods and beyond and helping SMEs by providing unrivalled professional outsourced accounting solutions including bookkeeping, VAT, management reporting, training, payroll and taxation services.

Our aim is to build strong business relationships by delivering professional, reliable and efficient services that in turn allow us to grow whilst enabling our clients to flourish.

We periodically run 'Basic Bookkeeping for Beginners' workshops to assist start-up businesses ensuring that they know how to process their own bookkeeping and inform them of which records are required by law to be kept.

The vision of the partners is to simplify the complexities of bookkeeping to its clients and accounting partners alike. Our team are based throughout Kent, London and Surrey and have strong contacts and sub-contractor staff in Sussex.

Our team are client driven, very skilled and trained to the highest of standards and are certified in most accounting software packages including online alternatives such as Xero, Sage One, QuickBooks, Neetrix and KashFlow as well as being fully conversant with desktop options such as Sage, QuickBooks and Pegasus.

We also offer payroll services using Moneysoft, Brightpay, Xero and Iris and are partnered with the HR Department based in Sutton, Surrey for employee matters.

Every member of our team has to meet certain criteria including accuracy, professionalism and respect as well as being friendly and positive. Our unique selling point is to be able to provide continuity to our clients meaning that our holidays and time off does not affect their bookkeeping.

These traits we feel, stand us out from the rest which ultimately enable us to retain our clients by offering them an outstanding level of service.

Our clients clearly think we offer great service by their fantastic reviews they post on Free Index making us the UK's Number 1 ranked bookkeepers.



**Paul Cain**  
Managing Director



**Adil Ismail**  
Bookkeeper



**Abigail Stacey**  
Office Administrator



**Sam Warwick-Rolf**  
Bookkeeper

## Contact Details

If you would like to book a no obligation FREE consultation to discuss your requirements and find out how you would benefit; please get in touch:

### Telephone

London – 020 3637 4090

Bromley – 01689 768273

West Malling – 01732 617040

### Social Media

Twitter - @Cainandbeer / @Currynetworking

Facebook – [www.facebook.com/curryandbeer1](http://www.facebook.com/curryandbeer1)

### Email

Paul Cain – [paul@cainandbeer.co.uk](mailto:paul@cainandbeer.co.uk)

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Abigail Stacey – [abigail@cainandbeer.co.uk](mailto:abigail@cainandbeer.co.uk)

Sam Warwick-Rolf – [samantha@cainandbeer.co.uk](mailto:samantha@cainandbeer.co.uk)

General Enquiries – [info@cainandbeer.co.uk](mailto:info@cainandbeer.co.uk)

### Website

[www.cainandbeer.com](http://www.cainandbeer.com)

We look forward to hearing from you soon.

## Curry & Beer Networking Evenings

Every month throughout the South East Cain & Beer host their popular Curry & Beer nights which are a light-hearted approach to networking.

It's an opportunity to meet and network with local businesses and service providers and exchange the odd business card whilst enjoying top Indian cuisine.

Photos provided by Robin Dawe Photography, Marcia Ann Photography and Peter Schneiter Photography.



To find out when there is a Curry & Beer evening close to you please contact us by visiting our website [www.cainandbeer.com/curry-and-beer/](http://www.cainandbeer.com/curry-and-beer/) or by calling 01689 768273 look out for updates on Facebook (Curry & Beer Networking Nights) Twitter @curryandbeer1 or alternatively you can email us [curry@cainandbeer.co.uk](mailto:curry@cainandbeer.co.uk)