

Clearline Accounts

A Guide to Our Services

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This guide sets out what each of our services covers, who it's typically for, and what you can expect to receive. Pricing sits separately in our fee guide — get in touch for a package that fits your business.

1. Monthly Bookkeeping & Bank Reconciliation

The foundation of everything else we do. Every transaction moving through your business is recorded, categorised, and matched against your bank statements each month — so your numbers are accurate and current, not something you scramble to piece together at year-end.

What's included

- Recording all income and expenses in Xero or QuickBooks
- Matching and reconciling every transaction against your bank feed
- Categorising spending correctly for tax purposes
- Flagging anything unusual or missing (duplicate payments, unexplained gaps)
- A reconciled set of books, ready for VAT, payroll, or year-end accounts

Who it's for

Any business that wants to stop guessing where the money went. Especially valuable if you're currently relying on a shoebox of receipts or a spreadsheet that's fallen behind.

2. VAT Return Preparation & Submission

If you're VAT-registered, we prepare and submit your return directly to HMRC, fully compliant with Making Tax Digital. You'll never miss a deadline or face a penalty for late filing.

What's included

- Reviewing all VAT-relevant transactions for the period
- Correctly applying standard, reduced, zero-rated, and exempt VAT treatment
- Preparing the return and reconciling it against your bookkeeping records
- Submitting directly to HMRC via MTD-compatible software
- A clear summary of what's owed or reclaimable, with time to review before submission

Who it's for

VAT-registered businesses of any size — particularly useful if VAT deadlines have crept up on you before, or you're unsure whether you're treating certain sales or purchases correctly.

3. Accounts Payable & Accounts Receivable Management

We handle both sides of your cash flow: making sure your bills get paid on time, and making sure your customers pay you. Built on over 10 years of hands-on AP/AR experience.

What's included

- Processing supplier invoices and scheduling payments
- Issuing customer invoices promptly and accurately
- Tracking outstanding balances and following up on overdue payments
- Keeping a clear, up-to-date picture of who owes you and who you owe

Who it's for

Businesses with a regular flow of supplier bills or customer invoices — especially where chasing payment or staying on top of due dates has been eating into your time.

4. Payroll Processing

Accurate, on-time payroll for your team, however small. We handle the calculations, the payslips, and the HMRC submissions, so your staff get paid correctly and on schedule every time.

What's included

- Calculating pay, deductions, and National Insurance each pay period
- Issuing payslips to employees
- Submitting Real Time Information (RTI) to HMRC
- Handling starters, leavers, and any changes to pay or hours

Who it's for

Small businesses with employees — from a single part-time hire to a small team — who want payroll handled correctly without taking it on in-house.

5. Management Accounts Preparation

A regular, clear snapshot of how your business is actually performing — not just for HMRC's sake, but so you can make decisions based on real numbers rather than a gut feeling.

What's included

- Monthly or quarterly profit and loss summary
- A plain-English commentary on what's changed and why
- Key figures tracked over time, so trends are easy to spot
- A format that's ready to share with a lender, investor, or business partner if needed

Who it's for

Business owners who want more than a once-a-year glance at their numbers — particularly useful ahead of a big decision, a funding application, or simply to keep a regular pulse on the business.

6. Business Consulting

Straightforward, numbers-grounded advice when you're facing a decision — pricing a new service, setting a budget, or figuring out what you can actually afford to spend or hire for.

What's included

- A working session to understand the decision you're facing
- Analysis based on your actual financial data, not generic benchmarks
- Clear, practical recommendations — not just information
- Follow-up support as you put the plan into action

Who it's for

Business owners who want a second, financially literate opinion before making a call — whether that's a pricing change, a hiring decision, or planning next year's budget.

7. VAT Recovery Advisory

We help two types of clients recover VAT: UK businesses that export goods or services and want to reclaim related input VAT, and non-UK businesses that have paid UK VAT on business purchases and are entitled to reclaim it under HMRC's Overseas VAT Refund Scheme — even if they've never registered for VAT in the UK.

Two routes we cover

UK businesses exporting: zero-rating export sales correctly and reclaiming input VAT on related costs through your normal VAT Return.

Non-UK businesses reclaiming: recovering VAT paid on UK purchases via form VAT65A, provided your business has no UK establishment, isn't UK VAT-registered, and your home country offers reciprocal refund rights to UK businesses.

What's included

- Reviewing your exports for VAT recovery eligibility
- Ensuring correct zero-rating treatment on qualifying sales
- Preparing and submitting claims to HMRC, including overseas business refund claims where applicable
- Acting as your authorised agent throughout the process
- For non-UK clients: obtaining a Certificate of Status from your home tax authority, and arranging authorisation via Power of Attorney or HMRC's specified letter of authority

Who it's for

UK businesses that sell or ship goods and services outside the UK, and non-UK businesses that have paid UK VAT on genuine business expenses (travel, trade fairs, professional services, imports) and haven't claimed it back before.

8. Website & Digital Catalogue Building

A simple, professional website or digital catalogue so customers can find you, understand what you offer, and get in touch — built to be easy to update yourself once it's live.

What's included

- A working session to understand what the site or catalogue needs to do
- Design and build of a clean, mobile-friendly website or digital product/service catalogue
- Clear calls to action (contact form, booking link, or enquiry details)
- Guidance on getting it live on your own domain
- A simple structure you can update yourself, without needing to code
- Optional ongoing maintenance add-on available after launch

Who it's for

Small businesses that don't have an online presence yet, or have one that's outdated and no longer reflects the business — including product-based businesses that want a digital catalogue customers can browse without a full e-commerce build.

Maintenance add-on: £40/month once live — software updates, security checks, backups, and up to 30 minutes of small content changes each month.

Not sure which combination of services fits your business? Get in touch for a free 15-minute call — we'll talk through what you actually need, not what's easiest for us to sell.