

# LETTINGS ACCOUNTS



01634 840066



gemmaglanville@tc-group.com



www.tc-group.com



|                                                                                                                                        | STARTER<br>LETTINGS ACCOUNTS<br>LITE | PROFESSIONAL<br>CLIENT ACCOUNTING | PLUS<br>FULL ACCOUNTING |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------|-------------------------|
| An experienced member of the team will be dedicated to your accounts                                                                   | ✓                                    | ✓                                 | ✓                       |
| Accounts related assistance and support, via email and telephone                                                                       | ✓                                    | ✓                                 | ✓                       |
| A monthly review of the client account balances will be completed and sent to you                                                      | ✓*                                   | ✓                                 | ✓                       |
| Deposits held in your relevant scheme will be reconciled to the client account software                                                | ✓*                                   | ✓                                 | ✓                       |
| Supplier invoices posted when approved by you                                                                                          | ✓*                                   | ✓                                 | ✓                       |
| Landlord statement run                                                                                                                 | ✓*                                   | ✓                                 | ✓                       |
| Overseas tax return assistance                                                                                                         | ✓*                                   | ✓                                 | ✓                       |
| Yearly accountants report to your regulatory body (Propertymark/ Safeagent/UKALA)                                                      | ✓*                                   | ✓                                 | ✓                       |
| Payments made to landlords and contractors                                                                                             |                                      | ✓                                 | ✓                       |
| Payments made to DPS                                                                                                                   |                                      | ✓                                 | ✓                       |
| Transfer any deposits received to the relevant scheme when due                                                                         |                                      | ✓                                 | ✓                       |
| MSF processed and sent to you for submission to the franchisor                                                                         |                                      | ✓                                 | ✓                       |
| Business account bank transactions processed to cloud based software                                                                   |                                      |                                   | ✓                       |
| Business account(s) bank reconciliation                                                                                                |                                      |                                   | ✓                       |
| Other bookkeeping duties. (i.e. wages journals, credit card and petty cash reconciliations, HP and supplier statement reconciliations) |                                      |                                   | ✓                       |
| Monthly management accounts and reporting                                                                                              |                                      |                                   | ✓                       |
| Completion of VAT return quarterly and submission to HMRC following your approval                                                      |                                      |                                   | ✓                       |
| Payroll processing                                                                                                                     |                                      |                                   | ✓                       |

\* Where required by you