

## HOW CAN BLUE-PEAK HELP?

We are always happy to give free advice to any Sole Trader either at the beginning of their business journey or at any other point.

We have a wealth of experience and will gladly share it with you.

Please give us a call on 0118 321 9151 or drop us a line at [enquiries@blue-peak.co.uk](mailto:enquiries@blue-peak.co.uk)

To speak to Catherine directly her mobile is 07968 75585



### Catherine Bond - Director

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## Sole Trader Hint and Tips

### Admin

- **Use a separate bank account** so that you can easily see the income you've had and your expenses. Using your personal current account can make year-end a lot more complicated!
- **Register with HMRC for self-assessment** as a self-employed individual (and then file a tax return each year)
- **How will you will track invoices** you've sent and whether you've received payment? Consider either a spreadsheet, or even better, a **cloud-based accounting system** which doesn't have to be that costly (e.g. Xero) - it's as simple as taking a photo of your receipt and uploading to it your chosen accounting system - hassle free.

### Revenue

- **Think carefully about your pricing;** what is your competition doing? It's OK not to be the cheapest, but look at which part of the market you plan to target and build your pricing from there.
- **Do you need to consider registering for VAT?** If your turnover is £85,000 or more then you are legally obliged to do so but you can choose to before then too. Make sure you factor VAT at 20% into your pricing from the beginning.

### Expenses

Don't leave any expenses on the table; this reduces your taxable income and therefore your tax.

- **Keep receipts / proof of payment for any expenses incurred**
- **Pay as many expenses as you can through your one bank account** (so it's easy to track)
- Do any of the following apply (not an exclusive list)?:
  - ✓ Do you use your home for work (whether extensively, or just to do admin / raise invoices)? You may be able to claim a % of your utilities costs
  - ✓ Do you use your phone for work? You will be able to take a deduction for the % of business use
  - ✓ Travel expenses. There are two ways of claiming for use of your car; it's worth checking which is best for you, but the simplified process is to claim 45p per mile (for the first 10,000 miles in a year) to account for petrol and running expenses
  - ✓ Do have uniform or protective equipment? It may be possible to make additional claims - speak to an accountant
  - ✓ All Insurance / professional subscriptions and ongoing training expenses
  - ✓ All stationary and postage
  - ✓ All IT hardware, software or online licenses
  - ✓ All advertising and marketing
  - ✓ Subsistence (money for meals) if you are having to leave home early / arrive back late, or work away from home
  - ✓ All equipment or materials you need for your work
  - ✓ All accountancy fees