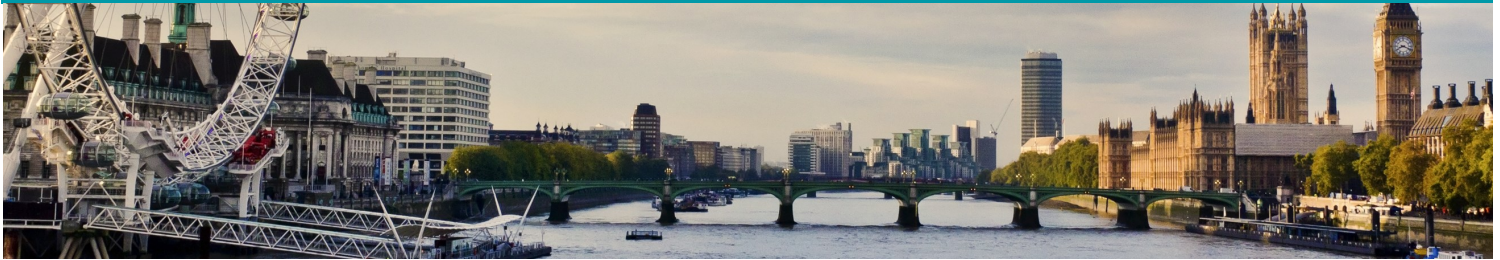




Family Office Services



Bourner Bullock has worked with private clients, their families and looked after their business interests for many years. The services we provide vary considerably and some of these are detailed in this factsheet. However, our prime concern has always been personal attention to detail.

PAYROLL SERVICES:

- We run the monthly payroll for your domestic employees and others employees either directly employed by family members or by a linked UK or non-resident limited company.
- We also offer you an additional service of operating a designated client bank account into which funds can be received for the monthly payroll so that we can make payment to each employee's bank account, provide them with a payslip and pay over the monthly PAYE and NI to HM Revenue & Customs. We also prepare the end-of-year form P35 for your signature.
- We liaise closely with lawyers who are specialists in the preparation of employment contracts and we make sure that the relevant work permits are kept with the payroll records as required by law.
- We can also arrange employer's liability insurance for you through an experienced insurance broker.

PETTY CASH:

- Quite often a housekeeper or someone similar at properties owned by the family (or company or trust) will keep a petty cash float and, in London, we can deliver cash as required and review the petty cash records monthly or bi-monthly. Outside London, we can arrange for a transfer of funds generally to a specific bank account operated by the housekeeper or estate manager.
- In this case, we ask the person keeping the records to send these to us with supporting vouchers on a monthly basis so that we can reconcile the bank account.

PERSONAL EXPENDITURE:

- **PAYMENTS** - For some families we are responsible for personal payments, often relating to properties owned, and in these cases, normally two out of the three partners of Bourner Bullock will sign every cheque. We will always ask for advance approval of payments from you on a list, to be paid every 2 or 4 weeks, although we are sometimes given a £500 or £1,000 limit whereby we can settle "standard" payments ourselves. We also arrange for utilities to be paid normally by direct debit.
- We prepare monthly schedules of your expenditure grouped under agreed categories.
- We can prepare an expenditure budget for better control of your future expenditure.
- We can prepare full management accounts including balance sheets either on a "consolidated" basis which might include personal and trust bank accounts or just individually.



PERSONAL TAX AND ESTATE PLANNING:

- If you would like to discuss how you might bequeath your family assets to others, we can provide UK inheritance tax advice and work with advisers in other countries through the JPA International network.
- We act for many non-UK-domiciled but UK tax-resident clients.
- We work closely with lawyers involved in international estate planning and the setting up of UK and overseas trusts both during your lifetime and in wills.

PHILANTHROPY:

- We can advise you on tax-efficient UK and International charitable giving including setting up your own charity or foundation.

INDEPENDENT EXPERTISE:

- We work closely with specialist independent experts in various fields including VAT, insurances, IFA's, investment management, specialist lawyers, private banks etc.

OUR PEOPLE:

- You will be looked after by a designated partner of Bournier Bullock.
- You will always be able to contact at least two named people at Bournier Bullock who will look after your detailed accounting and other work.
- Your payroll will be dealt with by our specialist payroll manager.
- You will always be asked before we consult an independent expert.

OUR FEES:

- Our payroll fees are fixed and payable quarterly in advance.
- Our fees for more general accounting and other work can be difficult to fix in the first year until we know the amount of assistance required from us. However, after that, it should be possible to fix a monthly fee for the day-to-day of work.

A FEW INTERESTING THINGS WE HAVE BEEN ASKED TO DO—AND HAVE DONE!

- “Can you please collect a number of cut diamonds from Hatton Garden and keep these in your safe until my next visit to the UK?”
- “Can you get Tower Bridge to open for my new yacht?”
- “Can you book Abbey Road Studios for the Philharmonic Orchestra, soloists and choir to record a piece of music I have recently written?”