



## Our expansion into Falmouth

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*All new clients of the Falmouth office signing up before the 30th September 2011 will be entered into a draw for a complimentary stay at the Greenbank Hotel.*

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### Lang Bennetts, Chartered Accountants

The Old Carriage Works  
Moresk Road  
Truro  
Cornwall TR1 1DG  
Tel 01872 272047

Greenbank Quay  
Falmouth  
Cornwall TR11 2SR  
Tel 01326 210356

Website [www.lang-bennetts.co.uk](http://www.lang-bennetts.co.uk)

Registered to carry on audit work in the UK and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales.

# The Bribery Act comes into effect

**The Bribery Act 2010 came into force on 1 July, creating the new offences of offering or receiving a bribe, bribery of foreign public officials, and failing to prevent a bribe being paid on an organisation's behalf.**



This is likely to cause the most problems, because it makes an organisation liable for bribes made by people associated with it, even if the organisation was unaware of their behaviour. The wide ranging definition of 'associated persons' includes employees, agents, subsidiaries and contractors. To be an offence, the aim of the bribe must be to influence the recipient in their official role to secure a sale or a business advantage.

Fortunately, these procedures need only be proportionate to the organisation's size and nature. A very small organisation may be able to rely on oral briefings, but larger bodies may need extensive written communications. However, size is not the only determining factor and some smaller organisations may face significant risks.

The Ministry of Justice guidance to the Act makes it clear that reasonable hospitality to meet, network and improve relationships with customers is a normal part of business; it is not the intention of the Act to make corporate hospitality a crime.

What can you do to avoid falling foul of the Act? The first step is a risk assessment across your organisation. Next, consider what changes are required to your policies and

procedures. It might mean inserting specific conditions prohibiting bribery in the terms of engagement for associated persons, especially those involved in countries with a reputation for corruption. Staff training is essential. It should be made clear that any suspicion of bribery must be reported.

Then you should review your organisation's hospitality policies to ensure that there are strict guidelines on the level of hospitality that can be offered and accepted. The policies should be regularly monitored and top-level management needs to be involved in both formulation and review.

The guidance also recognises that it will take time to apply new procedures retrospectively to existing associated persons. Penalties are severe and include up to ten years' imprisonment and unlimited fines.

Organisations that operate solely within the UK should not have too many problems complying with the Act, but organisations that trade overseas may well find that behaviour that may be considered perfectly acceptable elsewhere has now become criminalised.

**Did you know that the PAYE rules on termination payments have changed?** The new rules apply where you make a termination payment to a departing employee after they have been issued with their P45 and the payment exceeds the £30,000 exemption. You must now deduct income tax at the employee's marginal rate, which might be as high as 50%. Previously, you only needed to deduct basic rate tax of 20% and any further liability was collected from the employee under self-assessment. The employee therefore enjoyed a cash flow advantage. The change could mean that too much tax is deducted, but this can be avoided by making termination payments before issuing the P45.



## HMRC leaps into action

**HM Revenue & Customs (HMRC) has been given substantial funding with the aim of raising an additional £7 billion each year – so unsurprisingly it has been very busy with a wide range of initiatives.**

A new approach for HMRC is to use task forces for an intensive burst of activity targeting specific business sectors and locations where there is a high risk of tax evasion. The first task force focused on the restaurant trade in London, with Scotland and the North West to follow. The most recent task force tackles VAT abuse in London's fast food outlets, with nine further task forces planned for 2011/12. The latest software makes it very easy for HMRC to compare the tax returns of different

businesses, and to identify those that appear not to be doing so well.

HMRC is following up the Plumbers Tax Safe Plan with the VAT Initiative, aimed at businesses that are trading above the VAT turnover threshold of £73,000, but are not VAT registered. HMRC is writing to more than 40,000 businesses to make them aware of the initiative. Businesses have until 30 September to notify HMRC of their intention to take part, and VAT registration is then required by 31 December. A penalty of just 10% is likely to be charged on VAT that is paid late.

It has been estimated that last year HMRC investigated more than 9,000 inheritance tax valuations. Many estates are only subject to tax because of the value of the deceased

person's home, and it is often a family member who takes on the task of administering the estate. With a 40% tax rate, it can be tempting to value property below its true worth. However, an undervaluation of, say, £25,000 will mean additional tax of £10,000 and a penalty of up to 100%. It is therefore advisable to obtain several valuations and to have property professionally valued.

Finally, in an effort to collect tax as quickly as possible, HMRC has been sending letters to taxpayers informing them that HMRC will be collecting and selling their goods in lieu of outstanding tax. However, in many cases nothing is actually owed or payment plans have been already been agreed. So if you receive such a letter, contact us immediately.

**Did you know that ISA limits are now index-linked, so this year you can invest up to £10,680 of which £5,340 can be in a cash ISA?** November sees the launch of Junior ISAs. These will be available if you have children under 18 who missed out on Child Trust Fund, which ended earlier this year. A parent will be able to contribute up to £3,600 a year without the income being treated as theirs for tax purposes. Tax relief for investments under the enterprise investment scheme is now 30%. However, such an investment generally carries much more risk than an ISA.



## What goes up must come down

**Hardly anything ever stays the same in the tax world, and that is particularly true for capital allowances.**

Only last year the annual investment allowance (AIA) limit was increased from £50,000 to £100,000, but next April it will be reduced to just £25,000. Also, the rate of writing down allowance for expenditure not qualifying for the AIA will go down from 20% to 18%. For special rate expenditure, such as features integral to a building, the rate will fall from 10% to 8%. What can you do if your expenditure exceeds £25,000?

- Bring forward planned capital expenditure to benefit from the £100,000 limit. However, be careful if your year end is not 31 March (company) or 5 April (unincorporated business), as the limit will be time apportioned.
- Buy equipment that is 100% energy efficient, as this qualifies for a 100% deduction.

- Maximise the benefit of the £25,000 limit – for example, by spending £25,000 each year rather than £50,000 one year and nothing the next.
- Identify expenditure with a life of less than two years, since this can normally be deducted in calculating taxable profits.
- Identify expenditure that will fall in value and will be sold or scrapped within a few years. Although it has no immediate benefit, an election can be made so that the full loss in value is given over the life of the asset.
- Consider leasing assets rather than buying them, as leasing costs can normally be deducted in calculating taxable profits. However, tax is only one consideration when making such a decision.

There are no longer any allowances for industrial buildings. You should therefore identify any integral features included in the cost that qualify as plant and machinery. Examples of qualifying items include heating



and ventilation systems, cookers, washing machines, refrigeration and sanitary ware and alarm systems.

However, unless such items fall within your AIA limit, writing down allowances will only be given at the special rate. If you are buying a second-hand building you can make an election to determine how much of the sale price relates to integral features.

Please get in touch if you wish to discuss your capital expenditure plans.

## Paying tax up front?

**The tax authorities are turning the screw yet again on tax avoiders with a range of new measures that could affect a number of taxpayers.**

A few taxpayers exploit the cash flow advantage of retaining tax during a dispute with HM Revenue & Customs (HMRC) over liability. These disputes may go on for several years. The return on the money

earned in that period may well exceed HMRC's interest rates. The Government is consulting on proposals to remove these cash flow benefits from those who use 'listed' high risk tax avoidance schemes.

HMRC proposes that users of a 'listed' tax avoidance scheme will have to disclose the use to HMRC. If, in due course, it is found that the scheme does not work, an additional charge would be payable on the underpaid tax. This charge would reflect the amount underpaid and the length of the delay, thus removing the cash flow benefit of using the scheme. It could be avoided by paying the tax 'on account' upfront. HMRC would repay if it lost any subsequent litigation.

Another way in which HMRC hopes to collect tax earlier is through the disguised remuneration legislation. The new rules came into force on 6 April 2011. They apply to rewards that are earmarked for employees or made available to them in

some other way, by a third party, which is usually an employee benefit trust (EBT) but could be some other vehicle. Tax and national insurance contributions will be charged under PAYE on the money or the benefit for the employee, for example, through a loan.

Many businesses have genuine commercial EBTs and similar arrangements with no tax avoidance intentions. HMRC has now confirmed that generally they should not be affected, although the position can be complicated.

HMRC is offering firms that have used EBTs and similar arrangements the opportunity to resolve outstanding enquiries without recourse to litigation. It intends to write before the end of August to all employers and companies with open EBT enquiries. If firms do not respond to the opportunity by 31 December, HMRC will deal with enquiries formally. Please contact us for further information.



# The waiting is the hardest part

**Late payments have become a growing problem for many small businesses. A third of small and medium size enterprises (SMEs) still say that big businesses do not pay on time.**

At any time, around £24 billion is owed to SMEs in late payments. Chasing overdue invoices takes time, but early chasing with a polite call or email can often produce results and build good relations with customers' accounts departments. If your customers know you are quick to deal with late payment, they will be less likely to delay or 'forget' to pay. Encouraging electronic payment is useful because you do not have to wait for a cheque to clear – or to get lost in the post.

With persistent late payers, try to find out why they delay – you may be able to come to an agreement with them. Otherwise, demand interest on late payments – you are legally entitled to it.

It seems obvious that you should ensure you send out statements and invoices promptly, but sometimes busy periods or being left short-staffed can slow this process down. Nevertheless, you cannot expect to be paid on time if you fail to invoice promptly.

You should also have a clear set of terms and conditions to protect you from late or non-payment, and always run a credit check on new customers.

## More letters from HMRC



**Millions of taxpayers will receive letters in the second half of this year telling them they have paid the wrong amount of tax over the 2010/11 tax year.**

HM Revenue & Customs's (HMRC's) reconciliation process involves checking the PAYE tax deducted against income taxable under PAYE to find differences. Around a fifth of taxpayers are expected to be affected. This is the second year that HMRC has used its new computer system for the reconciliation, and it seems in a much better position on PAYE than last year.

The letter (technically a P800 form) is an informal calculation, rather than a demand for tax. That may not be immediately obvious. If the letter tells you that you have

overpaid tax and you are due a refund, you should still check the figures carefully – or ask us to do it. There are penalties if HMRC thinks you were careless in not spotting the over-repayment.

It is still possible for HMRC to send you a form P800 that relates to as long ago as 2007/08. However, there are strong arguments for HMRC to write off the tax under a special extra-statutory concession. If you receive a P800, especially if it is for a year earlier than 2010/11, please let us know so we can check it for you.

A note of caution: whenever HMRC sends a lot of letters, some unscrupulous people see a perfect opportunity to commit fraud. HMRC is aware of various 'phishing' scams and bogus HMRC email addresses.

### KEY TAX DATES

#### Every month

**1** Annual corporation tax due for companies with year ending nine months and a day previously, e.g. tax due 1 January 2011 for year ending 31 March 2010.

**14** Quarterly instalment of corporation tax due for large companies (depending on accounting year end).

**19** Pay PAYE/NIC and CIS deductions for period ending 5th of the month if not paying electronically. Submit CIS contractors' monthly return.

**22** PAYE/NIC and CIS deductions paid electronically should have cleared into HMRC bank account.

**30/31** Submit CT600 for year ending 12 months previously. Last day to amend CT600 for year ending 24 months previously.

File accounts with Companies House for private companies with year ending nine months previously and for public companies with year ending six months previously.

*If the due date for payment falls on a weekend or bank holiday, payment must be made by the previous working day.*

#### August 2011

**31** Deadline for traders who have notified their intention to take part in the Plumbers Tax Safe Plan to make their disclosure and pay all liabilities.

#### September 2011

**30** Last day for traders to notify HMRC that they wish to take part in the VAT initiative to qualify for reduced penalties for failing to register for VAT at the correct time.

#### October 2011

**6** Deadline to notify HMRC of chargeability to income tax or CGT for 2010/11.

**14** Due date for CT61 return and CT payment for quarter to 30 September 2011.

**31** Deadline to submit 2010/11 self-assessment tax return if filed on paper.

#### November 2011

**2** Submit employer forms P46 (car) for quarter to 5 October 2011.

#### December 2011

**30** Last day to submit 2010/11 tax return online to have unpaid tax of up to £2,000 collected through the 2012/13 PAYE code.

**31** Deadline for traders taking part in the VAT initiative to register for VAT.

#### January 2012

**14** Due date for paper EC Sales List (VAT 101), CT61 return and CT payment for quarter to 31 December 2011.

**31** Submit 2010/11 self-assessment return online (up to £100 penalty if late). Pay balance of 2010/11 income tax, Class 4 NIC and CGT plus first payment on account for 2011/12.



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