



# BROWN & CO

## BUSINESS ADMINISTRATION SERVICES

We offer professional office and bookkeeping service designed for farmers, estate owners and rural businesses producing simple cash-based records through to full property portfolio accounting.

Property and Business Consultants

**BROWN & CO**



# OFFICE ADMINISTRATION

Our team of skilled professionals have extensive experience in office administrative tasks, including managing VAT returns, conducting bank reconciliations, processing payroll, and keeping detailed crop records.

Whether you require a long-term administrative solution or temporary support, these services are designed to enhance the overall efficiency of your operations. By entrusting your office administration to the experts at Brown&Co, you can streamline information flow and concentrate on managing your farm business without the burden of administrative tasks.

We can work with your existing software and computer systems or run your books via our own system. The team ensures that all tasks are completed independently while providing you with control and access to your financial records.

## PAYROLL

It is crucial to comprehend your legal obligations considering the auto-enrolment legislation that impacts the provision of a pension scheme for your employees. Outsourcing the payroll software service can help reduce the requirement and cost for smaller employers.

We use a third party provider who can handle this efficiently, ensuring timely and accurate payment for your workforce. This eliminates the hassle of errors and penalties when submitting payroll information to HMRC and the pension provider. Our team can work on-site, or just as easily work remotely, which can be a more cost-effective solution for your business.

## MANAGEMENT REPORTING

Brown&Co can provide detailed analysis of your records on request and frequently monitor actual progress against budgets agreed with our team of agricultural business consultants.

This means we can provide accurate information for enterprise analysis and independent administration of joint ventures or contract farming. Our service is designed to improve efficiency, information flow and identify ways to improve profitability.

# DATA AND CROP RECORDING SOFTWARE

The specialised team maintain extensive expertise in key software programs commonly used in rural businesses such as Landmark, Farmplan, and Gatekeeper, staying up to date with the most recent software advancements, technology, and training.

Whether you prefer to use your current software and computer systems or let us handle data through our system, we are equipped to accommodate your needs effectively.

## MAKING TAX DIGITAL

Making tax digital is part of the Government's plans to simplify tax systems for individuals and businesses, the aim is to make the tax process more effective more efficient and easier to comply with.

This will pose a considerable challenge for farms that continue to utilise paper-based account systems. These businesses will need to migrate their existing paper-based accounts onto electronic account software.

## CONSULTANCY TRAINING AND RE-ORGANISATION

If you have been using the same office system for a long time or if there has been a recent change in leadership, it might be the perfect time to reassess the current systems in place. and make necessary improvements for better productivity.

We provide advice and training in all aspects of farm office systems, aiding informed decisions that will ultimately lead to increased efficiency and profitability for your business. We are dedicated to helping you streamline your office processes and optimise your resources for long-term success.

**FOR MORE DETAILS OF  
OUR SERVICES,  
SCAN THE CODE**



# BRANCH NETWORK

Our network of rural bookkeepers are strategically located across our various offices in the UK. They possess the flexibility to work either on-site or remotely, providing comprehensive support to your business operations.



## Norwich

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