

Application Form:

Name: _____

Address: _____

Contact No: _____

Email : _____

Business Type: _____

Business Description: _____

I would like to be considered for inclusion on The Phoenix Programme and I enclose payment of €150.00 (cheques should be made payable to Wexford Co. Enterprise Board)

Signed: _____

Please forward application and payment to:
Ms. Breege Cosgrave,
Wexford Enterprise Board, Unit 1, Ardavan
Business Park, Wexford.
Telephone (053) 9122965
Email: breege@wexfordceb.ie

Benefit to Your Business:

1. Client receives accounts production for six months.
2. Access to professional advice and assistance.
3. Has access and support of Accountant when seeking finance from banks.
4. Client will be correctly registered for all relevant taxes.
5. Will gain experience of what books/records are required by law.
6. All VAT 3 Returns/P30 Returns will be filed on time.
7. Client will receive expert evaluation of business at end of 6 months and will be provided with historical information going forward.
8. Client will have gained a greater understanding of the value and necessity of accurate recording of books & records of the business.
9. Client is under no obligation to stay with Cunningham & Co Accountants.

The Phoenix Programme

AIMED AT START UP BUSINESS
A Joint Initiative between:

 **Cunningham & Co**
Accountants
Certified Public Accountants, Registered Auditors & Tax Advisors

&

 **Wexford County**
Enterprise Board



Ireland's EU Structural Funds
Programmes 2007 - 2013

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and the European Union



What Is The Phoenix Programme?

Programme Aim:

A pilot programme targeted at Start Up Businesses, which provides practical accounts production, support and mentoring for the first six months in business for a fee of €150.00

The Programme :

The Programme is covered in three Phases :

Phase 1

1. Will involve an in depth discussion centring on the new business idea and the vision the client has.
2. The submission of the Business Plan and Cash flow projections for re-view.
3. A discussion on the steps required to ensure the client receives maximum benefit from the involvement of Cunningham & Co. Accountants.

Phase 2

The 10 point plan:

1. Review of Business Plan and Cash Flow Projections.
2. Jointly meet with the Bank/Financial Institute on clients behalf.
3. Register the New Business with Revenue Commissioners on client's behalf.
4. Prepare the Sales Ledger, Purchases Ledger, Cheque Journal and carry out Bank Reconciliation's for 6 months.
5. Calculate and submit the VAT 3 Returns for first 6 months of trading.
6. Set up, Calculate and supply payslips to all employees for 6 months.
7. Submit the P30 Returns for the first 6 months.
8. Meet with the client at intervals to view progress of the business.
9. Carry out a 6 month evaluation of the business.
10. Produce a half yearly set of management accounts.

Phase 3

Will take place on the completion of the six months evaluation and production of management accounts. This will enable the client to be armed with six months historical accounts information and the client will be offered advice on moving the business forward from this point. The Client will have gained valuable understanding of the importance of accurate record keeping, and will see first hand how the information is extracted from the books & records to tell the story of how his/her business is performing.

Application Requirements

To apply for consideration on The Phoenix Programme the following conditions apply:

1. You should not have an existing accountant .
2. The business must be either ready to commence immediately or in the first year of trading.
3. You should have a draft business plan and Cash Flow projections completed.
4. The application overleaf should be completed.