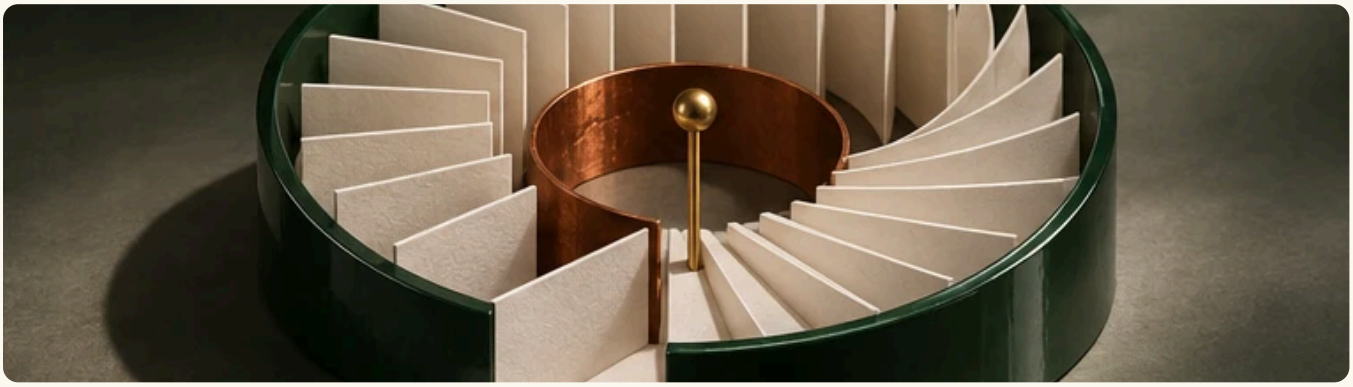
BUSINESS CASE WHITEPAPER · FND-026

First-year filing calendar

Put the first year's filing reminders on one calendar.



The decision

Reminder dates have been copied from another company and need rebuilding from original dates.

What the fee buys

We create a dated reminder calendar for one company from the supplied incorporation and accounting reference dates.

When to commission

Proceed when the company's dates are available and a responsible person will verify and maintain deadlines.

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SCOPE AND OPERATING CASE

How the work changes the decision

Starting position

The team has an incorporation date and an internal reminder copied from an older company.

In this illustrative case

Build the calendar from this company's verified dates and label internal reminders separately from filing dates.

Inputs and ownership

Supply the incorporation and accounting reference dates and identify who will own reminders.

1. Confirm reference dates
2. Create dated reminders
3. Review responsibilities

Using the handover

Use the calendar to assign responsibility and verify each due date against authoritative records.

An alternative to buying

Use an accountant's existing current calendar if it already assigns reminders.

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INVESTMENT AND EVALUATION

Test the case before approving spend

£249 GBP · one-time catalogue fee excluding applicable VAT

Full cost to the buyer

Government, agent, address and bank charges are separate where applicable. Include the cost of preparing inputs, reviewing the output and implementing any subsequent changes.

A time-only comparison

At an illustrative £40 per staff hour, the fee alone equals 6.22 hours. Replace £40 with your own fully loaded hourly cost. Divide the full incremental cost by that rate to find your break-even hours. Count only effort you can reasonably avoid. This illustration predicts no saving.

What to measure

Count reminders traceable to a verified incorporation or accounting reference date. Record a baseline before work begins. Use the same scope and definition at follow-up, and note changes outside this service.

Timing and dependencies

Pay upfront at the external checkout. You can prepare immediately. We track clearance and start intake when payment clears, which can take up to seven business days depending on the payment system. The estimate after start and receipt of complete inputs is 2–3 working days.

Approval test

Proceed when the company's dates are available and a responsible person will verify and maintain deadlines. Assign an owner for the handover and a date for checking the measure. If the inputs or owner are missing, defer the purchase.

Basis: Routine Works service specification FND-026, GBP catalogue fee and an illustrative working case. View service scope.

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