

portt



# Accounting for a brighter future





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# Count on us

We're Portt & Co: award-winning financial specialists for small businesses, charities, and purpose-driven organisations. Since 2015, we've helped clients thrive with world-class bookkeeping. Now, we're putting precise and timely data to work for a brighter future.

Let's take the uncertainty out of your financial and carbon accounting. Whether you want to accurately measure and manage greenhouse gas emissions, outsource time-sapping finance department services (e.g. payroll or bookkeeping), or need expert support with financial strategy, we've got your back.

## How it all started

Our story begins back in 2015 in Taunton – at the kitchen desk of our founder, Matt Portt. But, since those hazy days, Matt has grown Portt & Co into the award-winning and international advisory firm it is today.

Because of these beginnings, we understand the wants and worries of micro to small-sized organisations better than most. Then, we relieve their stress by taking bookkeeping, management accounts, payroll and other concerns off their plate.



We're really proud of what we offer, but we're also determined to do it the right way. This means ignoring the old objection "...but that's how it's always been done!" and instead, building a like-minded community that recognises the need for change.





# Our sustainability journey

For Portt & Co, 'sustainability' is so much more than a buzzword; it shapes everything we do. But it wasn't always this way. Like many other companies we started out a bit unsure of our overall impact and where to begin. In 2020, we had our own epiphany moment and from that point on Portt & Co got serious about sustainability.

We threw ourselves into learning, testing and making changes. Some of these worked and some didn't. But, on the way, we've learned a lot of lessons and, step-by-step, we've moved closer to where we want to be.

Our team is determined to leave this planet better than we found it. To make this happen, we know we need to balance profitability, people and the environment. That's why we've mission-locked social and environmental impact into our decision-making. It's the right thing to do and it makes good business sense.



# Impact-focused

We're passionate about creating a thriving future – for people and the planet. We joined the B Corp movement in 2022, and it provided us with an excellent foundation in responsible business. But as we've evolved, so has our mission and our ambition.

We've realigned our focus to tackle the most urgent issue of our time: the climate crisis. By providing high-quality carbon reporting, insights, and action, we're helping small organisations take rapid and measurable steps toward a low-carbon future.

To hold ourselves to the highest environmental standards, we're implementing an Environmental Management System and will achieve ISO 14001 certification in 2025.





# Values-led

Our work is led by our ethical guiding principles, including honesty, integrity and fairness.

We're committed to a culture of transparency, empowerment, and positive change, and we collaborate with clients who share these values.

The team prioritise fair and sustainable practices, community engagement, development opportunities, and much more. But we know that reducing our own environmental impact isn't enough. To give more than we take, we'll need to bring the whole accounting community – and as many others as possible – with us. That's why we'll continue to share everything we've learned from our journey with other would-be changemakers.



# On a mission

**We're on a mission to lead change.**

We're challenging the status quo to protect our planet and deliver prosperity for current and future generations.

But we can't do this alone. We'll achieve this together by building a community that recognises the need for change, and supporting their journey with data from our world-class bookkeeping.





# Who we support



# B-Corps

## OUR B CORP ACCOUNTING EXPERTISE

We have years of experience working with B Corps and are extremely familiar with the rigours of the B Impact Assessment – especially the need to report on financial and payroll metrics.

We regularly supply our B Corps with the information they need to apply for certification and re-certification. Our high-quality bookkeeping and payroll services ensure their data is always accurate, organised, and ready for assessment. And we know exactly which reports to run, making the process as smooth as possible.

Our Carbon Accounting service provides much-needed insight into B Corps' environmental impact. It helps you understand your most significant emissions areas and recognise where to focus reduction efforts. If offsets form part of your strategy, it also allows you to figure out the level required.

Our Director, Matt Portt, is a practising member of the Institute of Environmental Management & Assessment (IEMA).





# Besting B Corp-specific challenges

## Meeting B Corp specific requirements & conditions

We know the B Corp framework is changing and from 2025, every B Corp will need to meet 3 'Climate Action' requirements to keep its certification. The company must:

1. Measure its Greenhouse Gas (GHG) emissions annually.
2. Set a science-based target to keep global warming below 1.5 °C.
3. Implement a climate transition plan.

You must also meet conditions for 'Environmental Stewardship & Circularity'. Each B Corporation needs to:

1. Have a strategy to address its actual and potential negative environmental impacts and to pursue efforts to stay within ecological thresholds.
2. Prevent and mitigate its actual and potential negative environmental impacts.
3. Work with suppliers to achieve its environmental objectives and to attain traceability in the supply chain.

To help our B Corp clients meet these new climate and environmental impact requirements, we provide reliable and accurate GHG emissions accounting.

We use the leading carbon accounting platform Sundry (and its Xero ledger integration) to provide emissions data that goes beyond crude estimates – and builds in supplier engagement to set meaningful reduction targets. Progress towards these targets can be tracked over time and reported upon.

## Proving green claims

B Corps should be proud to celebrate their achievements. However, the Green Claims Code means you can only make environmental claims if you can substantiate them with "robust, credible and up-to-date evidence."

Otherwise, you risk damaging your reputation, incurring financial penalties, and having adverts banned by the Competition and Markets Authority (CMA).

Our services can provide B Corp marketing teams with the data they need to support the service or product-specific green claims they'd like to make





# Construction companies

## OUR CONSTRUCTION ACCOUNTING EXPERTISE

We've worked with housebuilders, engineers, subcontractors, and tradespeople, ranging from the self-employed to companies with revenue in the millions. So, we really understand the challenges that construction businesses face.





# Demolishing construction-specific challenges

## Tracking job profitability

Businesses in the construction industry often work on multiple jobs at the same time – with a mix of employed, self-employed and materials costs. Tracking job profitability is key to ensuring ongoing overall company profitability. We use Xero projects or job numbers within the tracking categories feature to achieve this, and combine it with bespoke management accountant reporting.

## Keeping tabs on taxes

With the imposition of the CIS scheme and Domestic Reverse Charge, the construction industry faces significant tax burdens. When handled by an expert, both of these are fairly straightforward – but they have nuances that other businesses don't have to contend with. For clients who outsource their bookkeeping, VAT returns, and payroll to us, we take care of these aspects for them and leave them free to focus on running their business.

## Capital expenditure timing

Businesses in the construction industry often need to invest in equipment, machinery, and vehicles. The timing of financing this can significantly impact corporation tax and cash flow. Through our monthly Finance Director service, we'll help you understand the optimum time to invest in capital expenditures and explore the financing options available. We even support finance applications. We regularly find that the best time to raise finance is before you actually need it.

## Reducing sub-contractor risks

Do you regularly use key sub-contractors on an ongoing self-employed basis? As part of our Finance Director service, we help identify and manage the risks associated with sub-contract agreements and particular working practices. So, you can reduce the risks associated with deemed employment.





# Overseas companies

## FINANCE DEPARTMENT EXPERTISE FOR OVERSEAS COMPANIES

Established overseas companies often use us as an outsourced finance department to set up or look after an existing UK Limited Company. In doing so, your company can employ UK team members and sell to your customers through a local entity. You'll find this approach increases trust and demonstrates a greater commitment to the UK market.

We handle all aspects of bookkeeping, payroll, accounting, and tax and often recommend and work with legal partners to draw up employment and commercial agreements.





# How to set up a company in the UK

## We make it easy

As an overseas organisation, there's quite a lot to think about when it comes to setting up a company in the UK.

Here's the steps:

1. Choose how your company operates (do you want to set up as a private limited company, a sole trader or a partnership?)
2. Provide a name and UK address for the company.
3. Have at least one director and one shareholder.
4. Set up 'memorandum' and 'articles of association' documents.
5. Incorporate your company online.
6. Open a UK business bank account for your business.

You could spend your time and energy handling this yourself. Or, you could have us do the work for you – ensuring a swift and problem-free process.

## Banking facilities & address registration

Whilst there aren't any restrictions on overseas owners setting up in the UK, the biggest challenge is accessing banking facilities. With our network of banking relationships, we can offer the following two solutions:

1. Global e-money accounts through foreign exchange specialists.
2. A client account with our bank set up in 1 week.

The usual approach is to initially trade through one of our client bank accounts while we establish your bank account, which can take months, if not years, depending on the global business size.

We can also offer the use of our company office address for registration purposes, and help you find your own address.

## UK directorship & strategic assistance

While there is no requirement to have a UK director, it can sometimes be helpful to have a UK-based Director as part of your team; we are happy to provide a UK Director as part of our outsourced Finance Department service.



# Service-based businesses

## OUR SERVICE-BASED BUSINESS EXPERTISE

**We've acted for a range of brilliant businesses across the services sector, including recruitment businesses, estate agents, IT businesses, consultancies, financial advisors, marketing agencies, and software developers. So, we're confident we can help your professional service business thrive.**

## Handling service-based business challenges

### Tracking job profitability

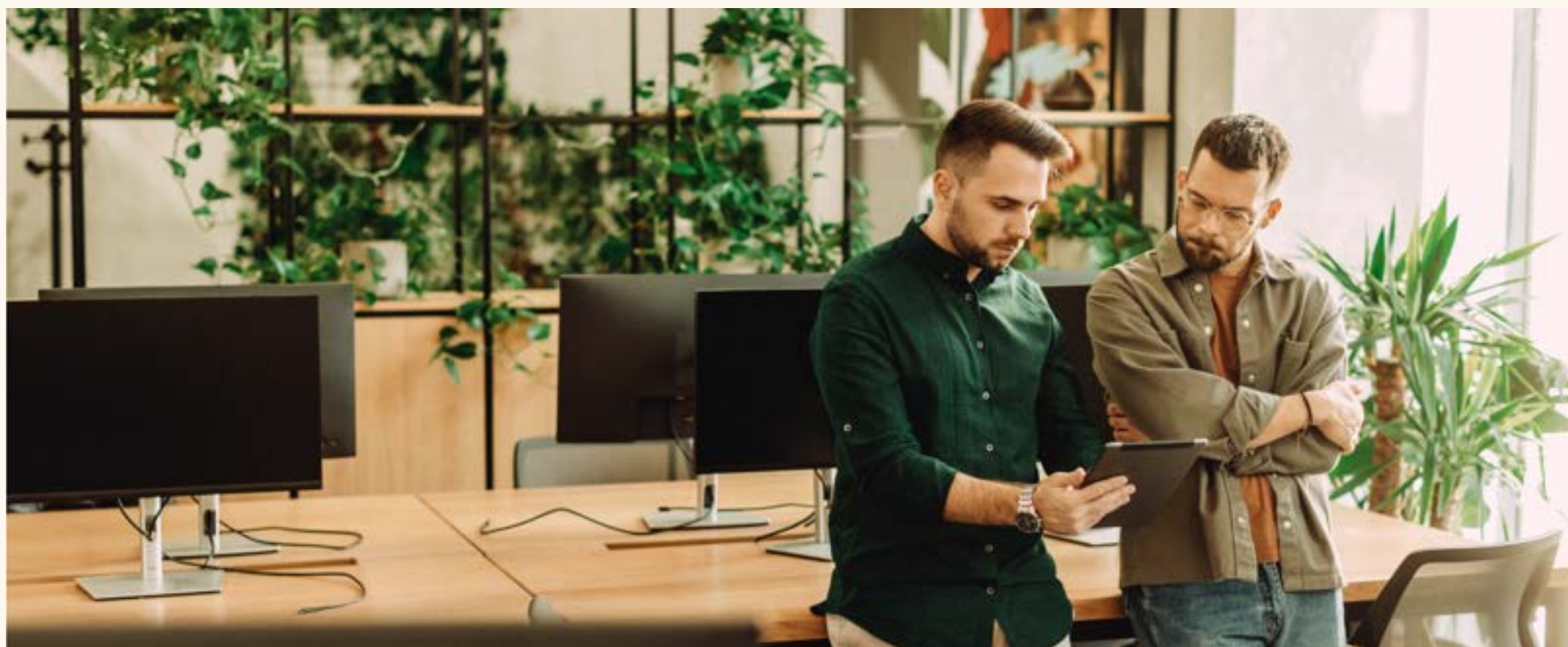
As service-based businesses ourselves, we understand the unique nature of running a business with fixed personnel costs and variable income streams. What's more, when you make or buy a product, it's relatively straightforward to track the profitability of each item. However, tracking the profitability of customers and projects requires accurate tracking of team utilisation recovery rates and a system for calculating pricing.

### Performance-related pay

In some areas of the service sector, performance-related pay is commonly used, adding an element of variability to the fixed nature of team costs. Performance related pay is usually linked to targets such as sales and requires accurate recording. For e.g. tracking categories in Xero can be used to track team members' sales and integrate this reporting into the payroll process.

### Managing working capital

Managing working capital can be challenging for service businesses. Knowing when to bring in new team members is a key part of growth – too late, and you'll be unable to meet customer demand, but too early, and you'll be carrying unnecessary costs. To help manage this, having an up-to-date financial forecast that includes profit and loss, balance sheet, and cash flow is a key tool that we support our clients with.







# Fast-moving consumer goods

## OUR FMCG ACCOUNTING EXPERTISE

Since the early days of our business, we've worked with some phenomenally successful start-ups in the fast-moving consumer goods (FMCG) industry.

We take great pride in our FMCG clients' successes – from seeing fantastic brands like Double Dutch and LoveRaw outgrow us and build their in-house finance teams, to supporting the founder of Mallow & Marsh on the successful sale of her business. We've supported founders through the preparation of Dragons Den pitches and dealt with the overwhelming response when they 'blew up' on screen and secured investment from Steven Bartlett and Peter Jones. Simply put, there isn't much we haven't seen or done in the FMCG industry!



# Dealing with FMCG-specific challenges

## Attracting & satisfying investment

Many FMCG businesses require external investment to be able to meet their growth plans. To attract and satisfy financially literate investors, having up-to-date and accurate management accounts and forecasts is a must. Our clients entrust us to deliver this as a matter of course and ask us to help them build multiyear financial forecasts

## Working with big retailers

Dealing with large retailers (like supermarkets) is something that FMCG businesses usually desire and is required for their growth. But, doing so requires a robust financial operation and a strong understanding of margins when you're negotiating prices and promotions. We regularly provide both for clients who are adept at working with the invoicing and debit note systems of all the major retailers. Many larger retailers rate suppliers on performance aspects (such as invoicing accuracy) and low scores can contribute towards delists. We can support your invoicing accuracy through systems set-up and inventory/order system integration.

## Management accounts & inventory

To get meaningful management accounts, you need accurate inventory (stock) records. This encompasses not just the physical count but the whole system of purchasing and sales – for e.g, recognising when stock was invoiced and received. We can build in support for this via our bespoke plan, should businesses need a little more support in this area. We can also advise on software packages that integrate with Xero to manage inventory.

## Direct-to-consumer channels

Increasingly, FMCG businesses are developing their own direct-to-consumer (D2C) channels. These should be tracked as a separate business unit within the accounts ledgers to facilitate reporting. The logistics often have a very different cost profile and it's important to understand things like customer lifetime value (LTV) and marketing customer acquisition cost (CAC). We can provide this through tracking category reporting and bespoke management accounts.



# Charities

## Our charity accounting expertise

**As a mission-driven organisation ourselves, we love working with charities and supporting the excellent work you do with minimal resources.**

**During the COVID lockdowns, we provided a full Outsourced Finance Department Service – including Interim Finance Director support – for a £2m turnover charity with multiple projects, who required face-to-face support. Situations like this really drive home the importance of charities carrying reserves.**

**COVID has been followed by a period of extremely high inflation, and charities carrying their reserves in cash will have seen those reserves eroded in real terms. Through our Finance Director support, we've supported investment strategies that balance short-term cash needs, medium-term cash deposits, and longer-term investments.**

## Taking care of charity-specific challenges

### Managing multiple income streams

Working closely with charities has also given us a deep appreciation of the complexities of having multiple projects and income streams.

Charities are required to regularly report on restricted grants and donations in terms of income recognition and to track costs to the funder. We achieve this in Xero using our tracking categories add-on, and work with you to agree a basis of apportionment (which is based on science but favourably allocates all possible overheads to restricted funds) so core costs are kept as low as possible. We understand that these are the hardest of all costs to fundraise for.

### Following frameworks & meeting financial obligations

Despite having limited resources, charities also have their own reporting framework (the Charities SORP) to contend with. We have a deep understanding of this and ensure our bookkeeping is in line with its requirements.

Many charities fall into the trap of assuming you don't have VAT or Corporation Tax obligations. You can actually have very complex requirements that you'll accidentally fall into while trying to develop additional revenue streams. We're familiar with these complexities and keep a watchful eye on our clients to alert them if they might be straying into areas of concern. Of course, we encourage them to run things past us first!

Charity trustees have important obligations when it comes to governing the organisation's finances and ensuring donations are protected. For smaller charities outsourcing their finance department to us, we can ensure the segregation of duties and fraud control mechanisms (that aren't possible within the budget required for an in-house finance team).

### Lowering environmental impact & resource use

Increasingly, charities also need to consider their environmental impact and resource use. Our carbon accounting service can provide you with data to include in impact reports and identify potential areas of wastage, leading to both environmental and financial benefits.





# Services



# OUTSOURCED FINANCE DEPARTMENT

## What is an outsourced finance department?

An outsourced finance department helps organisations understand how to become more profitable, efficient and financially resilient without hiring a whole finance team. Instead, we handle aspects such as bookkeeping, accounting, payroll, and financial strategy for you.

## Why outsource your finance department to us?

Outsourcing your finance department to us is a cost-effective, flexible, and scalable way to make sure your accounts, tax obligations and strategy needs are taken care of. So, you can focus on the other things that matter to you – like achieving your mission and enjoying a better work-life balance.

**Receive quality financial data that will help you make the best decisions for your organisation – while saving time and worry. Check out our outsourced accounting, bookkeeping, management accounts, payroll and financial strategy services.**







# BOOKKEEPING SERVICES



# Xero licence



## XERO 'GROW' PLAN LICENCE

Simplify your accounting with our Xero 'Grow' license. Xero's easy-to-use, cloud-based accounting software automates invoicing, payroll, and expense tracking – saving you time and reducing errors. Get real-time financial insights anywhere, manage cash flow effectively, and easily make informed decisions.

# Dext licence



## DEXT PREPARE LICENSE

Feeling the pain of lost receipts and absent invoices? Our Dext Prepare license makes processing your expense documents a breeze. This 'snap and go' cloud-based software streamlines information and document management wherever you are. Enjoy error-free efficiency with Dext's automation of time-sucking accounting tasks.



# Bookkeeping transaction credits

## BOOKKEEPING TRANSACTION CREDITS

Our bookkeeping services are built on seamless bank transaction reconciliation. We use Xero's robust accounting software to precisely verify and reconcile your transactions.

## POSTING PURCHASE INVOICES

Purchase invoices are entered into Xero carefully, capturing all important details (e.g., supplier information, amounts, nominal code, tax, and due dates). This keeps your accounts payable accurate and ready for timely payments.

## POSTING SALES INVOICES

Sales invoices are accurately input into Xero, including the correct customer details, amounts, and terms. This certifies that every sale is accurately recorded and that your accounts receivable records are clear and error-free.

## MATCHING BANK TRANSACTIONS

Each bank transaction is matched to its corresponding bill and invoice, ensuring it all lines up correctly. This helps us confirm that every payment is paired with the right purchase invoice and that customer payments are linked to the correct sales invoices.

## TRANSACTION CREDITS

You'll receive a set number of transaction credits, equivalent as follows:

- Each purchase invoice or receipt posted: 2 credits
- Each sales invoice manually imported or posted: 2 credits
- Each bank or credit card transaction matched: 1 credit

Please note: automated transactions or sales invoices raised by your team aren't deducted from your credits.



# Finance mailbox

All your financial emails promptly and securely handled by professional bookkeepers, so nothing slips through the cracks. Our financial experts sort your documents and send incoming invoices to Dext, ensuring your accounts payable are up to date. They also provide timely and accurate responses to suppliers and customers – protecting those important relationships.



# Credit control

Everyone likes getting paid, but no one likes chasing payments. Our experienced team use Chaser's top-rated app alongside effective strategies to ensure timely payment from clients and improve cash flow. Our effective professional credit control processes save you from chasing overdue payments, help you avoid bad debt, and ensure debt collection and credit management compliance.





# Supplier payment runs

Clunky payment processes aren't just seriously frustrating for your employees and suppliers – they can also cause cash flow issues, increased errors, costs and penalties, compliance risks and inaccurate financial reporting! Our outsourced payment run service optimises your payment processes using Telleroo's streamlining software – ensuring timely and secure payments, happy payees, and peace of mind.

# Tracking categories

Improve your data analysis and financial reporting with our specialised tracking categories service. We'll add, manage and monitor up to two custom 'tracking category' fields in Xero, specifically tailored to your needs. This enhances financial visibility, budgeting, project management, cash flow, accountability, invoicing, multi-location management, collaboration and efficiency – enabling better decision-making and understanding of your organisation's performance.





# PAYROLL





# Payroll & auto-enrolment

Simplify your payroll processes and ensure your team are paid accurately and on time, every time. Our experts handle every aspect of your payroll and auto-enrolment process – including reliable wage calculation, PAYE tax and National Insurance contributions, payslip distribution, auto-enrolment compliance, and pension scheme administration.





# CIS returns

If you operate in the Construction industry and either suffer or have to deduct CIS from payments, we can deal with the accounting of this for you within our bookkeeping service and manage the month end returns and voucher issuing.

Due to the wide variety of systems used for managing construction jobs, CIS returns are priced on an individual basis. Our preference is to use Xero's inbuilt functionality, but we can use tools like SimPro if needed.



# MANAGEMENT ACCOUNTS







# Finance director accounts presentation call

Need an expert explanation of your management accounts? During a 45-minute call, our fractional Finance Director provides the high-level financial expertise and strategic insight you need to drive your business forward. Other benefits include enhanced stakeholder confidence, risk mitigation, compliance and the confidence that comes with knowing an expert is overseeing the financial health of your organisation.



# Standard management accounts

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Small organisations really benefit from maintaining a simple set of management accounts. This budget-friendly service provides exactly that – a profit and loss account, balance sheet, aged receivables & aged payables. Get a clear overview of your organisation's performance and use it to make informed, timely decisions, better manage cash flow, improve stakeholder communication, reduce errors and set an excellent foundation for growth.

# Bespoke management accounts

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Our custom-designed management accounts pack is designed especially for you and includes data visualisations, KPI's and multiple profit & loss formats including department/cost centre reporting, balance sheet and cash-flow analysis. Enjoy comprehensive understanding of your organisation's financial health, enhance decision-making and strategic planning, identify operational improvements, enjoy competitive advantage and much more, we can even build in environmental & social KPI's.

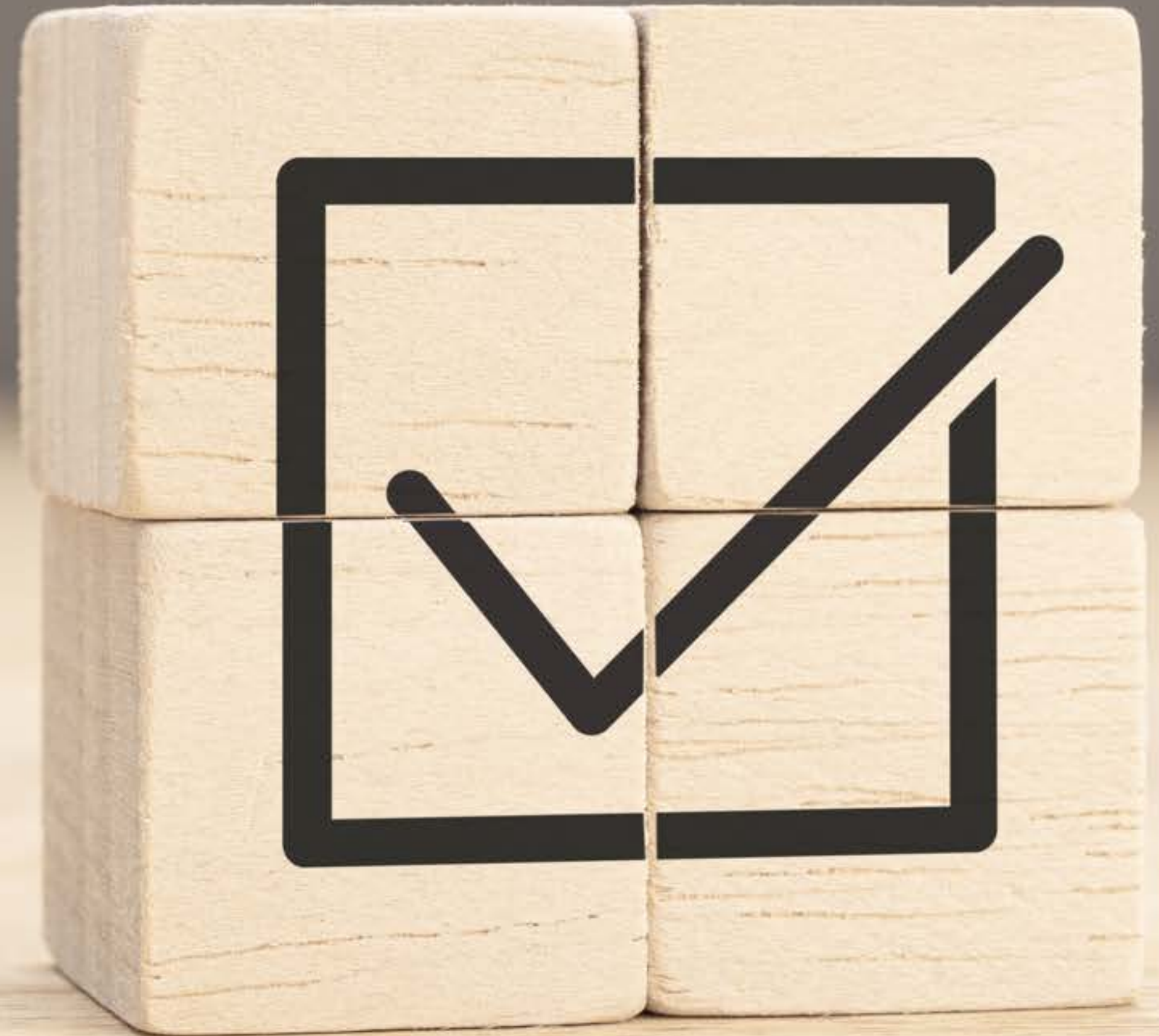


# VAT return

Skip the VAT Return hassle and have us do it for you instead. Our experts prepare and submit your UK Making Tax Digital (MTD) VAT Return, ensuring full compliance with HMRC's requirements and an accurate, timely return. We're also here to help you with any small queries you may have, so you can focus on your organisation rather than complicated VAT tasks.



# COMPLIANCE





# Statutory accounts

Ensure your financial statements meet all FRS 102 Section 1A framework requirements, are compliant with UK GAAP and are filed seamlessly with Companies House. We provide full and accurate reporting, expert review and validation before electronically submitting your financial statement. Our thorough approach guarantees compliance, transparency, and timely submission – avoiding penalties and maintaining the integrity of your financial records (crucial for future borrowing needs).



# Corporation tax computation

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We'll meticulously prepare, review and validate your CT600 Corporation Tax Return, ensuring full compliance with HMRC requirements and timely, smooth submission. Our expert team also provides ongoing tax support. So, you can optimise your tax position with expert tax planning advice and be sure you're up to date with any laws and requirements that may impact your return.

# Self-assessment tax returns

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Tackling Self-Assessment Tax Returns can be a challenging chore for many business owners. Our experts take this off your hands – making sure your return is accurately prepared and submitted in good time. This service includes detailed preparation (ensuring full compliance with HMRC's requirements), comprehensive review and validation, seamless electronic filing and ongoing tax support. So you can focus on your personal and professional goals instead.





# Confirmation statement

Make sure your business meets UK regulations with our annual confirmation statement service. Our professionals carefully prepare, verify and update your company details, director and shareholder information, share capital, and PSC register. We deliver accuracy, compliance and a smooth electronic filing process – as well as ongoing compliance support that ensures you're kept informed of any regulatory changes.



# Basic company secretarial

Keeping your business records compliant and up to date requires careful attention and time. So, why not leave it to our experts? We'll meticulously maintain, review and verify your registers of directors, shareholders, People with Significant Control (PSCs), and dividends for you. So, you can enjoy peace of mind and use your all-important time to focus on company operations instead.



# Tax investigation insurance

Nobody wants the fear of unexpected accountancy fees from HMRC disputes looming over their heads. Protect your business from this with our insurance-backed service. We ensure comprehensive coverage, including compliance checks, tax investigations, and professional representation. So, you can be confident that in the event of an unexpected enquiry, your fees are covered, your interests are protected, and you have robust support from our consultants.







# Registered office physical address service

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Our registered office physical address service establishes your professional presence and ensures compliance with UK statutory requirements. By providing our company address to Companies House and HMRC – rather than your residential address – we help streamline business operations, enhance your professional image, and protect your privacy. Our team ensures swift management of communications and can directly deal with your mail or forward important documents to you.



# Year-end review meeting

Don't miss the chance to review your company's performance, identify tax-saving opportunities, and properly prepare for the upcoming year, all with some expert guidance. Our pre-year-end review meeting service offers exactly this – a one-on-one meeting with an expert accountant.





# BUDGET-FRIENDLY PACKAGES

We know getting to grips with small business and charity finances can be stressful (and budgets are precious), so our packages make accessing expert help more affordable.

	Bloom	Flourish	Thrive	Prosper	Bespoke
Xero licence	Standard	Standard	Standard	Premium	Unlimited
Dext licence	√	√	√	√	√
Bookkeeping transaction credits*	75	150	250	350	Unlimited
Payroll & auto-enrollment	Up to 5 Employees	Up to 10 Employees	Up to 15 Employees	Up to 20 Employees	Up to 5 Employees
Management accounts	Quarterly	Quarterly	Monthly	Monthly	Monthly
VAT returns	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly
Finance Director accounts presentation call	X	X	X	√	√
Email response time	72 hours	48 hours	48 hours	24 hours	24 hours
Company accounts & corporation tax return	√	√	√	√	√
Confirmation statement	√	√	√	√	√
Basic company secretarial	√	√	√	√	√
Use our office as registered office	X	X	√	√	√
Tax investigation insurance	√	√	√	√	√
	£490 (+VAT)	£670 (+VAT)	£1200 (+VAT)	£1770 (+VAT)	Get in touch for pricing

\*A transaction credit is defined as follows: 1 Bank/credit card transactions - 1 credit // 1 Purchase invoice / receipt - 2 credits // 1 Sales invoice manually imported/posted - 2 credits Where automations are in place, these will not count as transaction credits, nor will sales invoices raised by your team.



# Convenient optional add-ons

If you need a little extra on top of what's included in our packages, we also offer some useful add-ons.

	Bloom	Flourish	Thrive	Prosper
Additional blocks of 100 transaction credits*	£115	£115	£115	£115
Additional blocks of 5 employees	£30	£30	£30	£30
Personal tax returns	£21	£21	£21	£21
Supplier payment runs	Variable	Variable	Variable	Variable
Credit control	Variable	Variable	Variable	Variable
Tracking categories	£59	£59	£98	£137
Finance mailbox	Variable	Variable	Variable	Variable

\*A transaction credit is defined as follows: 1 Bank/credit card transactions - 1 credit // 1 Purchase invoice / receipt - 2 credits // 1 Sales invoice manually imported/posted - 2 credits Where automations are in place, these will not count as transaction credits, nor will sales invoices raised by your team.





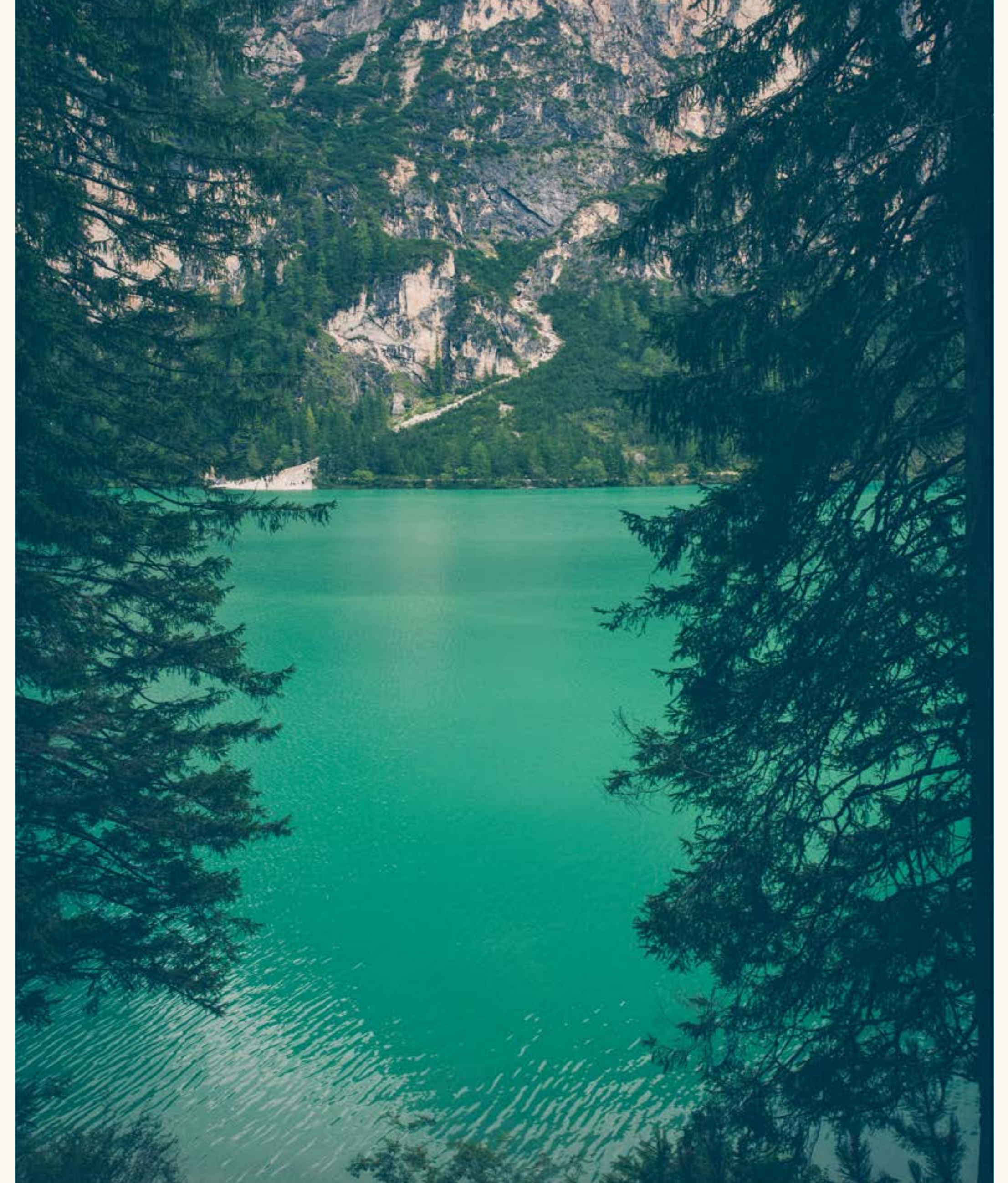
# **CARBON ACCOUNTING**





# Sunday licence

Easily calculate your emissions and engage suppliers with our Sunday carbon accounting license. Sunday's leading carbon accounting platform integrates directly with Xero and uses your existing financial data to create accurate emissions calculations that are measured according to global standards. It offers transparent reports, visualises results on intuitive dashboards, and supports supply chain engagement – streamlining the entire carbon accounting process for you.





# Carbon accounting readiness report

Our carbon accounting readiness report offers many advantages before you commit to carbon accounting. After assessing your data and organisational boundaries, we prepare a report on the recommended approach for your baseline carbon assessment – ensuring compliance with the Greenhouse Gas (GHG) Protocol. Some benefits include understanding your current capabilities, improving data quality, stakeholder alignment, risk mitigation, and enhancing efficiency and strategic planning.

# Carbon bookkeeping

Outsourcing your carbon bookkeeping to our certified carbon accounting professionals offers micro – small organisations many benefits. Naturally, we ensure compliance with the Greenhouse Gas (GHG) Protocol, but our experts also provide carbon bookkeeping precision, reduce the risk of error and penalties, enhance data quality, offer strategic insight into your carbon emissions data, and support your carbon accounting and emissions reduction practices.

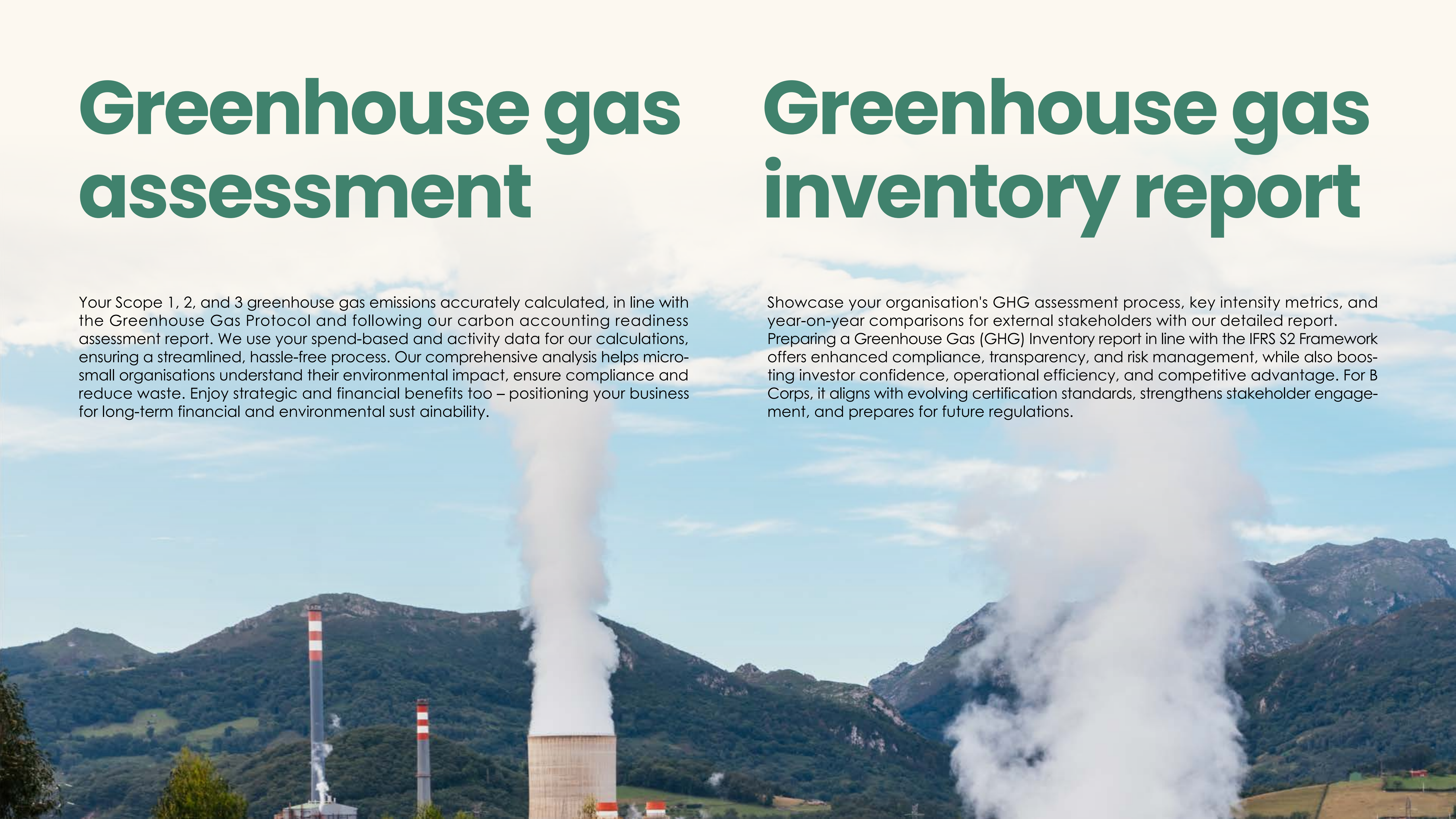


# Greenhouse gas assessment

Your Scope 1, 2, and 3 greenhouse gas emissions accurately calculated, in line with the Greenhouse Gas Protocol and following our carbon accounting readiness assessment report. We use your spend-based and activity data for our calculations, ensuring a streamlined, hassle-free process. Our comprehensive analysis helps micro-small organisations understand their environmental impact, ensure compliance and reduce waste. Enjoy strategic and financial benefits too – positioning your business for long-term financial and environmental sustainability.

# Greenhouse gas inventory report

Showcase your organisation's GHG assessment process, key intensity metrics, and year-on-year comparisons for external stakeholders with our detailed report. Preparing a Greenhouse Gas (GHG) Inventory report in line with the IFRS S2 Framework offers enhanced compliance, transparency, and risk management, while also boosting investor confidence, operational efficiency, and competitive advantage. For B Corps, it aligns with evolving certification standards, strengthens stakeholder engagement, and prepares for future regulations.





# CARBON ACCOUNTING PACKAGES

Service	Includes	Value	Cost
Monthly carbon bookkeeping	300 carbon bookkeeping transactions and a Sunday licence.	Greenhouse Gas (GHG) protocol compliant.  Ensures accurate, efficient calculation, tracking and reporting of your carbon emissions data.	<b>£139</b> (per month)
	Additional blocks of 300 carbon bookkeeping transactions.	Carbon emissions insights inform strategic decisions and help mitigate risk.  Saves you time, money and stress.	<b>£99</b> (per month)



# One-time & annual carbon accounting extras

Service	Includes	Value	Cost
<b>Carbon Accounting Readiness Assessment Report</b>	Our recommended approach for the baseline carbon assessment. Our data collection improvement recommendations.	Greenhouse Gas (GHG) protocol compliant. Makes future assessments more accurate.	<b>£450</b> (one-off fee)
<b>GHG Assessment</b>	Calculation of your greenhouse gas emissions for scopes 1, 2 & 3 in line with the Greenhouse Gas Protocol.	Understand and manage your environmental impact. Enjoy strategic, financial, and reputational benefits (maintain compliance, save costs, improve transparency, gain a competitive advantage, and more).	<b>£250</b> per report (annual cost)
<b>GHG Inventory Report</b>	A detailed report demonstrating how your organization prepared its GHG Assessment, key intensity metrics, and how the current year compares against your baseline year.	Ensures compliance with international reporting standards. Enhanced transparency, risk management, operational efficiency, and cost savings, strategic planning, competitive advantage, and reputational benefits.	<b>£750</b> per report (annual cost)



# Reviews

**Andrew Wallis OBE**  
Unseen, UK

As the charity was rapidly growing we needed to improve the financial controls and reporting and then management to ensure we were and remain a well-run and financially knowledgeable organisation. By working with Portt & Co, we achieve this and more. As they are the experts, we don't have to waste valuable time distracted from our mission as we know they have got our back always.



**Warren Madlin**  
MadlinHanna

Knowing the need we had for a highly personal, flexible and credible accounting partner, a contact of ours put us in touch with Matt Portt. Ever since, there has been no reason to look elsewhere. I see Matt and the team as our safety blanket, making sure we never fall foul of the rules and constantly going beyond the call of duty. I rely on Portt & Co to do what they are experts at, freeing up the time I desperately need to focus on my own expertise and deliver for my clients.



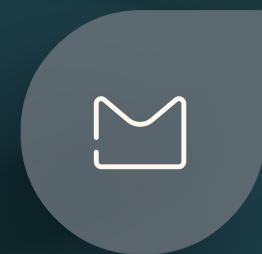
**Harriot Pleydell-Bouverie**  
Mallow & Marsh

Portt & co have been fantastic for us. They started off just doing some basic book keeping for us, which they not only perfected, but went above and beyond and helping recommend areas we could improve / develop. We then brought them on to help us develop our reporting and monthly accounts and help manage all day to day finance – they've been instrumental in delivering excellent financial management for the business.





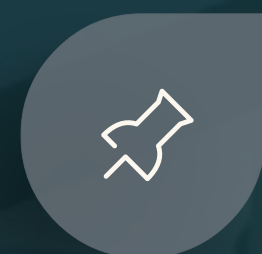
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