

KEENS SHAY KEENS
LIMITED
CHARTERED ACCOUNTANTS
AND BUSINESS ADVISERS



KEY GUIDE

Starting and selling a business

Introduction

THE ENTREPRENEURIAL SPIRIT

Brexit has raised various issues for business owners – such as UK businesses potentially having to pay VAT on imports. These, combined with wavering confidence and rumours of major companies moving to the continent, make it more important than ever to carefully plan out any new business venture.

When it comes to selling a business, it doesn't matter whether you are developing a business idea to quickly cash in before starting all over again (the typical serial entrepreneur), planning a smart career move (with the successful sale of a self-started business looking very good on your resumé) or are in for the long haul – planning your exit strategy at an early stage will ensure you don't pay more tax than necessary.

Contents



STARTING A NEW BUSINESS

The essential planning and funding questions you should ask before you begin



SELLING YOUR BUSINESS

Ways to value your business, how you can choose to get paid and the tax planning consequences



WHICH BUSINESS ENTITY?

How do you decide between being a sole trader, incorporating as a company or starting a partnership?



WHAT A BUYER WILL BE LOOKING FOR

How you can prepare your business to make it more attractive to potential purchasers



Starting a new business

Some of the decisions and actions that you take when starting a business can have significant effects for some time. But with careful planning and good advice, starting your own business may prove to be one of the best steps you ever take. First you need to research and develop your business idea, and review the market for it. Market research can be as basic as asking your friends and colleagues what they think, or as sophisticated as employing a market research agency.

Your business plan

The next stage is to prepare a business plan. This should describe the business, its objectives, its strategies and its financial forecasts. Every business should have a business plan, but it is especially important at the beginning. A good plan is essential if your business needs external funding such as bank finance, but equally importantly it will allow you to measure how well your business is doing once you start trading.

The financial projection is particularly important, because this will cover pricing and costs, sales and profit forecasts, how much capital you will need and projected cashflow statements for the first three to five years. If you start with insufficient capital, your business may be dead in the water before it even begins.

The initial financial projection will essentially be an educated guess without any track record to base it on, and its accuracy will depend on your research. One way to deal with the likely inaccuracy of the initial projection is to prepare best- and worst-case outcomes. Once you start your business, you should keep updating your financial projection and, because it will then be based on actual figures, it should become increasingly accurate.

Planning point

If feasible, test your product or services on a small scale by working part-time around your current employment before making a final decision.

Finance and grants

Despite its limitations, your financial projection should give you an idea about how much finance you will need. Having adequate finance is probably the biggest hurdle for many new businesses. The obvious starting point is your own savings (but be careful of the capital gains consequences, if cashing in investments) and loans from family and friends.

If you do not have a track record in business, you might have to remortgage your home. Despite the introduction of tighter lending requirements, it is still possible to arrange deals although some lenders will not permit remortgaging for business investment purposes. Arrangement fees can be quite high and, as a result of last August's increase of the bank rate to 0.75%, interest rates are now the highest they have been for nearly a decade, with further increases expected this year.

In some cases, a bank overdraft or business loan may be available.

Further possibilities include commercial mortgages (useful if you are buying business premises) and grants (available from various sources). A more recent development is the availability of online financing such as peer-to-peer lending and crowdfunding.

Financing options

Provider	Details
The Prince's Trust	Loans of up to £5,000 for young people aged 18 to 30.
The British Business Bank (funded by the Department for Business, Energy and Industrial Strategy)	Start-up loans - up to £25,000 with a fixed interest rate of 6%. Enterprise Finance Guarantee Scheme - 75% of a loan from a bank or other financial institution is guaranteed.

Other issues

If you intend to trade through a company, you might have the choice of raising finance either by issuing share capital (equity) or by taking a loan (debt).

- **Equity finance** means that you will be bringing in outside shareholders, who may want a role in deciding how the company is run. Because shares can be sold, you could end up with a troublesome outside shareholder. There is no requirement to pay a dividend on equity, although if you pay yourself a dividend then the same rate of dividend will be payable to the outside shareholders.
- **Debt finance** allows you to retain complete control of the business, although ultimately the debt will have to be repaid. You will also have to pay interest on the debt even if your company's business is suffering a downturn.

WHICH BUSINESS ENTITY?

Many start-ups are as a sole trader because this is the simplest, most flexible, business structure. Running your business as a sole trader can result in paying more tax compared to trading as a limited company, but the position is not as straightforward as it was a few years ago. This is because the basis of taxing company dividends has changed, making the withdrawal of profits from a company by way of dividends a much less attractive proposition. The recent reduction to the dividend allowance from £5,000 to £2,000 has further reduced any advantage of incorporation.

Planning point

Rather than running the business alone, consider the benefits of having a partner or bringing in a co-shareholder. It's a good way of obtaining complimentary skills – for example, you may be good at developing the business but lack sales, marketing or financial skills.

EXAMPLE

Tax cost of different business structures

Samantha is currently self-employed, with annual profits of £75,000. For 2018/19, her total tax and national insurance contributions (NICs) will be £22,499. If she had instead run the business as a limited company – withdrawing £8,000 as director's remuneration, with the remaining profits taken as dividends – the tax cost could have been reduced to £20,341. The tax saving may not be considered sufficient compensation for losing the simplicity and cost savings of operating as a sole trader.



There are advantages and disadvantages to a limited company structure.

Advantages	Disadvantages
It may be easier to raise finance	More administration.
In theory, a company offers personal protection from your business debts (this protection is reduced if you have to give personal guarantees).	Your financial statements are publicly available in an abbreviated form (less information is reported if your company qualifies as a micro-entity).

It is much easier for your family, relatives and others to become involved in the running of the business as they can be made directors without you losing any control.

Some suppliers and lenders prefer to deal with a company.

It can be better to start off as a sole trader or partnership and incorporate later if you expect your business to take a while to become profitable, as losses from a sole trader business or partnership can be offset against your other income for the previous three years. It is more difficult to change business structures in the opposite direction.

Where two or more people are in business together, a partnership may be preferable; although partners need to be sure they can work happily together. There is also the choice of trading as a limited liability partnership (LLP). Members of an LLP are normally taxed in the same way as partners in a partnership, but in other aspects an LLP is more like a company – the main advantage being limited liability.

Planning point

Consider leasing the equipment you need rather than buying it outright. Leasing can be more tax-efficient and leasing high-value items, such as cars, will be much healthier for your cash flow during the first few years of trading.

When it comes to premises and equipment

You want premises that enable you to operate effectively but without any unnecessary costs. You also need to consider the future – you don't want to be tied to premises that might be unsuitable when your business grows. The main choices are:

- Working from home – maybe a spare room or a cabin in the garden.
- Renting – this usually has minimum upfront costs but rent is a tax-deductible expense.
- Buying outright or taking a long lease.

Whether you are renting, buying or leasing business premises, make sure you budget for all the related costs. Business rates can be a substantial cost, so make sure you apply for small business rate relief (in Scotland, the small business bonus scheme) if you qualify. For premises in England, 100% relief applies where the rateable value is less than £12,000. Then there will be the costs of adapting premises to your business's needs. If renting or leasing, do not forget to allow for service charges. They can often be surprisingly large.

High overheads have resulted in many business failures and you must be careful if your business is seasonal – the costs will continue despite a reduced off-season income.

If you are taking a lease on a property, an important decision will be whether to agree a short- or long-term lease. A longer term will give you security, but it means you might be stuck with the lease if the business fails.



Tax relief for buying equipment is provided through the system of capital allowances. These give tax relief in the year of purchase or spread it over several years. A new relief provides for an annual 2% write-off if you buy business premises where the construction contract was signed on or after 29 October 2018. The cost of converting or renovating an existing property also attracts the 2% relief, but the value of land is excluded.

Registering for taxes

If you are in business as a sole trader or partnership, you will need to register with HM Revenue & Customs (HMRC) as soon as you start working for yourself. Paying NICs will entitle you to the state pension and some other benefits. HMRC is usually aware of new limited companies and should contact you. As a director, both you and your company will pay NICs on your remuneration from the company. Your contributions will entitle you to the state pension and contribution-based benefits, such as jobseeker's allowance. Your company's contributions will be reduced, maybe to nil, by the annual £3,000 employment allowance (although this is not available if you are the company's sole employee).

You must register for VAT if your sales exceed the registration threshold (£85,000 until 31 March 2022). Sometimes it is a good idea to register for VAT even if your turnover is below the threshold, so you can recover the VAT that you are charged on your purchases. There are special schemes for small businesses, such as cash accounting and the flat rate scheme, as well as schemes for retailers and some other types of business. Choosing the right scheme can simplify your VAT administration and may produce VAT savings.

EXAMPLE Choosing the right VAT scheme

Richard is self-employed. His VAT-inclusive annual sales are £95,000 and he purchases goods for £20,000. Using the normal basis of calculating his VAT liability, Richard pays annual VAT of £12,500 ($(£95,000 - £20,000) \times 20/120$). If he had used the flat rate scheme, then the VAT liability would be reduced to £9,975 ($£95,000 \times 10.5\%$ (the flat rate relevant to Richard's business)). However, the cash advantage obtained by using the flat rate scheme is not available for low-cost, service-related businesses.

Employees

You might start off doing everything yourself, but when your business grows you will probably need to employ staff. Employers must deduct tax and NICs from employees' pay under the Pay As You Earn (PAYE) system. You will have to register with HMRC as an employer and run payroll software that reports real time PAYE information to HMRC whenever you pay your employees.

Other important staffing issues include training and improving staff performance, the national living wage (the national



minimum wage applies to employees aged under 25 and apprentices), employee rights, health and safety, and the provision of a workplace pension into which your employees must be automatically enrolled.

Your online presence

It is becoming increasingly important for a new business to have an online presence. At the very least, this means having a website to promote and market your business, and with online selling you can reach customers worldwide. The government provides resources and advice for small businesses under its Do More Online campaign.

Planning point

The reporting requirements can make running payroll quite difficult, especially if you are not altogether comfortable using a computer. Automatic enrolment can also be fairly challenging. You might therefore decide to outsource these functions, allowing you to remain focused on running your business.

SELLING YOUR BUSINESS

There are a variety of tax consequences to selling your business, depending on whether you sell for cash, receive shares or loan notes in exchange for your business, or a mix of each. One popular arrangement is the 'earn-out' where the price is based on the future performance of your business – typically over a three- to five-year period – and you remain involved in the business to 'earn' the deferred proportion of the sale price.

If you are selling a company, you will have to decide whether to sell the company itself (your shareholding) or the company's business and assets. Not surprisingly, what suits you as a seller will usually not suit the buyer.



Seller's preferences	Buyer's preferences
Paid in cash.	May, if the sale is to a company, offer shares or loan notes.
Sell the company itself.	Buy the business and its assets (a far simpler arrangement for the buyer. If they take over the company then they also take over any hidden liabilities).

The tax situation can be particularly complicated if you sell the business and assets out of a company. Your company will pay corporation tax on the gains from the disposal. You then have to extract the proceeds from the company, which can result in a double charge to tax.

Planning point
 Establish whether or not entrepreneurs' relief is available well in advance of a sale. If your company has more than 20% of non-trading activities, income or assets, then it might not qualify as a trading company, but it may be possible to rectify this situation prior to the sale.

Capital gains tax

The most important tax consideration is entrepreneurs' relief as this reduces capital gains tax (CGT) to just 10%. With a higher rate of CGT of just 20%, the cost of not qualifying is not as onerous as it once was, but it is important that you meet the qualifying conditions for entrepreneurs' relief whenever possible:

- If you run your business as a sole trader or as a partnership entrepreneurs' relief will apply for any assets used for business purposes. You must have run the business for at least one year (increasing to two years from 6 April 2019) to qualify.

- If you run your business as a company, entrepreneurs' relief will be available provided the company is a trading company, your shareholding is at least 5% (from 6 April 2019, relief will continue to be available where a shareholding is diluted to less than 5% as a result of external investment), and you are an employee or director. The one-year rule (increasing to two years from 6 April 2019) applies to all three conditions.

- Relief may also be available for associated disposals. This is where you personally own assets which are used by your company, or by a partnership if you are a partner.

There is currently a lifetime limit of £10 million of qualifying gains, so this will cover all but the very largest of disposals. If the disposal (or some aspect of it) does not qualify for entrepreneurs' relief, then gains are taxed at the rate of 10% up to the level of your basic rate income tax band, and at 20% thereafter.

Calculating gains

Where you are disposing of a sole tradership, gains will be calculated separately on each chargeable asset. These assets are mainly land and buildings, and intangible assets such as goodwill and trademarks. Goodwill is the difference between the total sale price and the value placed on the net assets of the business (assets minus liabilities). The same principle applies if you are selling the business and assets of a company except that the company will be subject to corporation tax rather than CGT. If you are selling your company, then CGT will be charged on the gain on selling your shareholding. This is broadly the sale proceeds minus what you paid to buy or subscribe for the shares.

In a partnership, each partner owns a share of each of the business assets. Therefore, the sale of a partnership's business will mean that a partner is liable to CGT on the gain arising on their share of each asset.

Earn-out

With an earn-out, part of the sale proceeds will be deferred. The actual amount you will ultimately receive will not be known at the time of sale, so an estimated market value must be included in the proceeds figure representing the right to receive future payments. If the amount subsequently received is higher, then the additional proceeds will be treated as a separate disposal. However, where part of the proceeds is payable later but this amount can be established at the time of sale, you will be treated as making just the one disposal. Since CGT will then be payable before some of the proceeds are received, you may be able to pay tax by instalments.

Planning point
 With an earn-out, you must 'earn' part of the purchase price based on the future performance of your business following the sale. Professional advice is especially important with this type of arrangement.

Should you accept shares or loan notes?

You will probably prefer to sell your shareholding for cash, but the purchasing company may offer shares or loan notes – or the proceeds may be a mix of each.

Disadvantages of loan notes	Advantages of loan notes
Riskier than receiving cash. Securities can fall in value and unquoted shares can be very difficult to sell.	You will not have any immediate CGT liability because the gain on the disposal of your shares will be rolled over until the replacement securities are disposed of.
The possibility that the purchasing company will fail.	You may be able to make use of several years' annual CGT exempt amounts (although in some cases you will lose the benefit of entrepreneurs' relief).

Whether you decide to accept securities will depend on your bargaining position (i.e. how desperate are you to sell) and whether the sale price is higher than that for a cash sale. You might receive securities on the sale of a business run as a sole tradership or partnership. This does not, in itself, defer your CGT liability, but you could obtain CGT deferral by incorporating your business before it's sold.

Capital gains tax planning

It is important to take professional advice either at or before the start of the sale negotiations. This may let you make a deal that reduces the amount of gains liable to tax.

You can make use of your spouse's or civil partner's annual CGT exempt amount by transferring assets to them before the sale. If the disposal (or some aspect of it) does not qualify for entrepreneurs' relief, you can also make use of your spouse's or partner's basic rate income tax band so that gains are still taxed at 10% rather than 20%.

Reinvesting your gains in shares that qualify under the enterprise investment scheme (EIS) will defer your gain until the EIS shares are sold, while reinvesting in shares that qualify under the seed enterprise investment scheme (SEIS) will exempt a proportion of the gain. However, both types of investment are relatively high-risk.

Other tax implications

Selling your sole tradership is likely to affect your income tax position for the year of disposal. Your income may be lower because you do not have a full year's profits, or it may be higher because the assessment rules mean you are taxed on more than a year's profits in the final year of trading – which can happen if your accounting year is not the same, or nearly the same, as the tax year. However, 'overlap profits' may have arisen when your business started and these can reduce the amount taxed on the sale.



If you sell business equipment you have claimed capital allowances on you may have a balancing allowance, reducing your taxable profit, or you may have a balancing charge, increasing it.

The VAT treatment depends on whether or not a business is sold as a going concern:

Going concern	Not a going concern
No VAT to pay on the sale of the business. For this treatment to apply, the buyer must be registered for VAT and use the assets in the same kind of business that you are selling to them.	VAT will be paid on those assets where you have claimed VAT back – stock, equipment, fixtures and fittings and possibly property.

There are no VAT consequences when a company's shares are sold because the underlying business will remain unchanged within the company.

WHAT A BUYER WILL BE LOOKING FOR

It helps if you know what a buyer is looking for and why they acquire businesses.

Buying a business has several advantages over setting up a business from scratch. A market for your product or service will already have been demonstrated, there will be established customers, and your employees will already have experience. It may therefore be easier to obtain finance for a business with a proven track record, as many of the problems encountered with a start-up will already have been discovered by you and solved.

It might be that the buyer wants to purchase a tangible asset you own such as your business premises, or some business attribute or asset such as a brand, intellectual property or some other technology or capacity. Your business may have the expertise that the buyer particularly wants. This could be a well-trained and motivated workforce – sales, production or management. It would then be important that the key people stay on after the purchase takes place. Of course, in some cases a buyer may simply want to remove you, as a competitor, from the marketplace.

Planning point

Although you might be looking forward to retirement, or just a long break from running a business, a buyer may be prepared to pay more if you stay on for a fixed period as an employee or consultant – especially if you have been a key part of the business's success.

Preparing your business for sale

Once you know what a buyer wants, you should consider how best to make your business saleable. This will include:

- Years of reasonable and consistent profitability – preferably showing growth.
- Ensuring that contracts with suppliers and customers are in order.
- Securing assets such as intellectual property.
- Checking out any threats such as potential litigation.
- Making certain that key staff are in place and are likely to remain. Ideally, it should be possible for the business to be run independently without your involvement.

You may decide to market your business yourself, but be warned that this can be more difficult than you think, and the last thing you want is employees or competitors becoming aware that your business is up for sale.

Setting the selling price will probably be the most difficult aspect of the sale. There are various models which you can use based on either your business's profitability or its assets. There is no right approach, and it may be a case of coming up with a price range rather than a specific figure.

Due diligence and warranties

Once the buyer has made an offer, you then must allow them due diligence – a period of time when they can access your books and records. The buyer will want to confirm how the business is performing, get an idea of what the future holds, and identify any issues or problems which might need warranting or indemnifying. A purchaser buys a company with all its actual and potential liabilities, so the buyer is likely to request a wide range of warranties and indemnities from you – although precisely what warranties and indemnities you give will form an important part of the negotiating process.

Planning point

If you are hoping to attract a venture capitalist or private investor, then it will almost certainly be necessary to use an agent to represent you.

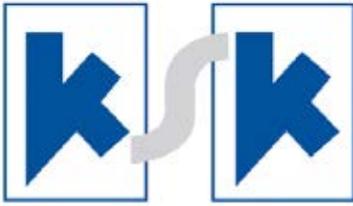


HOW WE CAN HELP

We help businesses from start-up, through growth and onto ultimate sale. We can advise you on the many issues you might encounter at any stage in the life of your business.

- When selling, we can help you negotiate the best deal, balancing price, risk and tax.
- We can keep you aware of changes in regulations affecting businesses, and smooth your dealings with HMRC.

Our aim is to help you steer clear of the hazards of business life, but provide expert help if you do encounter them. When you have spent your lifetime building your business, you deserve the best deal on its sale and the best advice to help you achieve it.



KEENS SHAY KEENS
LIMITED
CHARTERED ACCOUNTANTS
AND BUSINESS ADVISERS



Keens Shay Keens Limited
Chartered Accountants and Business Advisers

Luton
01582-651000
luton@ksk.co.uk

Bedford
01234-301000
bedford@ksk.co.uk

Biggleswade
01767-221000
bwade@ksk.co.uk

Letchworth
01462-683831
info@kskl.co.uk

www.ksk.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. Audit registration details can be viewed at www.auditregister.org.uk reference C001013014

KSK Financial Solutions Ltd

Independent Financial Services Advisers



The National Alliance of High Quality
Independent Firms of Chartered Accountants