



The Fees Desk

The Finance Desk

FE-01 · USER GUIDE · VERSION 1.0

Fee calculator

Fees that reflect the work, not guesswork.

Who it's for

Partners pricing new clients and reviewing existing fees.

In this guide

- What this tool does
- What's in the workbook
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What this tool does

FE-01 works out a fee from what the client's work involves: a base fee by type, then transactions a month, VAT, payroll, directors' tax returns, extra bank accounts, stock and CIS, adjusted for the quality of their records. It compares the result with the current fee and shows how many hours it pays for at your target rate.

What's in the workbook

Tab	What it's for
Guide	How to use the tool, in brief.
Summary	Suggested fee and build-up.
Pricing	Base fees and drivers.
Calculator	One client's fee.
Licence	Your licence details and terms.

Using the workbook

You'll see	What it means
White cell, blue text	Your inputs. These are the only cells you can change.
Black text	Calculated. Locked so formulas can't be overwritten by accident.
Green text	Pulled from another tab.
Bronze cell	The key result on that tab.
Red text	Something needs attention: a missed deadline, a shortfall or an overdue chaser.

The worked example is already filled in, so you can see how every input should look. Replace it with your own figures; nothing else needs setting up.



Step by step

- 1 Pricing tab.** set your base fees, transaction bands, extras and records multipliers.
- 2 Calculator tab.** enter the client's details and current fee.
- 3 Check.** compare the suggested fee with the hours the work really takes (WF-10).
- 4 Summary.** use the build-up to explain the fee to the client.

Key inputs

Input	What to enter	Worked example
Transactions a month	Bank and card lines.	120
Employees	On payroll.	6
Quality of records	Good, Average, Poor.	Average
Current fee	What they pay now.	£4,200

Reading the results

Result	What it tells you
Suggested annual fee	Rounded to £50.
Monthly	Fee ÷ 12.
Change	From the current fee.
Hours it pays for	At your target rate.

The worked example

Figures are illustrative, to show how the tool works. They are made up.

Worked example	Result
Client	Fenwick IT Services Ltd
Suggested annual fee	£4,700
Current fee	£4,200
Change	£500
Change (%)	12%

Tips from practice

- Run every client through it at the fee review (FE-03).
- Explain the drivers; clients accept fees they understand.
- Re-run it when the business changes (CL-08).



Questions

Does it replace CL-01?

No; CL-01 builds the proposal, this works out the fee.

Can I add drivers?

Add a line on both tabs before protecting.

Why round to £50?

Round numbers look considered.

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