

**PKF**

Accountants &  
business advisers



What can  
we do  
for **YOU?**

# Welcome to PKF

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We are a top-ten firm of accountants and business advisers with a presence across the British Isles. You may be anything from a potential client to a future colleague – but whoever you are, we believe we have something special to offer you.

Find out inside about our work across many different industries and organisations, and about our wide range of services – all of which are built on solid sector knowledge and driven by our clients' needs. We hope you find what you're looking for.

# What can we do for *you*?

**PKF** is a leading firm of accountants and business advisers with more than 1,800 partners and staff providing services to our clients through our 23 offices in the UK mainland firm, our wholly-owned financial planning company, and our associated offshore practices.

We specialise in advising growing and entrepreneurial/owner-managed businesses, AIM and fully listed companies and also have extensive experience in the public and not-for-profit sectors. We pride ourselves on offering regional knowledge combined with the resources

and expertise of a national firm. Our aim is to work closely with our clients to understand their goals and so help to achieve them.

We are members of PKF International, a global association of legally independent firms. Our membership means we can offer sound advice on a range of international issues. Worldwide, the association has around 15,000 people working out of 400 offices in 119 countries, and has an overall turnover of approximately US\$1.2 billion.



### Medical attention

Take Care Now Ltd (TCN) was formed to help meet the challenges of the changing NHS. It needed to restructure the previous GP co-operative and property company. PKF has been providing a consultant and assisting with the EIS claims, rights issues and fundraising. Other services include preparing three-year budgets. CEO David Cocks said: "It has been very important to our early development to work alongside an organisation with the breadth of experience of PKF to assist us in tackling the issues affecting embryonic businesses".

## Assurance & advisory

Assurance and advisory services are at the heart of what we do. Services such as audit, financial reporting and risk management advice give your business the stability you need to manage effectively and achieve your goals.

We provide an expert service to many different organisations, both in the private and public sectors. Our UK-wide office network allows us to provide local expertise backed up by national resources.

### Assurance

When you are a decision maker you need to be sure you are acting on reliable information. You need to be aware of your business risks and know that they are managed effectively. You need faith in your underlying systems and controls and the certainty that you are compliant with key legal requirements. Moreover, you need to be able to instil your shareholders, investors and customers with the same confidence. We provide the assurance that stakeholders need.

### Advisory

Whatever your vision, your accounting and control systems need to be tailored to suit it. We can help you design and improve your systems and arrangements to meet your needs, anticipating problems and finding solutions. We help ensure that your business ideas make sense financially.

“PKF really understands our business and the charity sector... Their refreshing approach engages both management and trustees... The audit process has not just been about the accounts, but also helping us build on our knowledge of our role and responsibilities.”

**IMELDA REDMOND**  
CHIEF EXECUTIVE  
CARERS UK

Our key services include:

**Statutory audit**

**Non-statutory audit**

**Business risk services**

**Sarbanes Oxley assurance**

**Pension schemes**

**International accounting standards**



# Medical

PKF has an outstanding track record of acting for the medical profession and we are acknowledged experts in the field. We provide accounting, business and financial advice to GPs, consultants, dentists and vets, and consultancy services to PCOs and NHS Trusts. We are also appointed tax advisers to BMA members.

Our offices have specialist partners heading up a Medical Services team which comprises experts from a range of disciplines to meet your various requirements. Our internal training programme and technical support keeps teams up to date with developments in accounting, tax and the field of healthcare.

Doctors and dentists in the NHS have excellent opportunities for enhanced pension provision. PKF Financial Planning Ltd can offer you independent expert advice on the best way for you to top up your standard NHS pension. We can also advise on all other aspects of pension planning including pension schemes for staff.

[www.pkf.co.uk/medical](http://www.pkf.co.uk/medical)

**Clients include:** Local Medical Committees | Primary Care Trusts



# Pensions

Our specialist Pensions team provides a range of services to pension schemes via trustees and employers. These include audit, internal audit, risk reviews and employer covenant reviews.

Pension scheme trustees now have a responsibility to consider the strength of the sponsoring employer, its ability to fund the agreed contributions to the scheme, and the required level of contributions needed in order to address any deficit. We advise trustees, sponsoring employers and their respective advisers so that they can make robust, evidence-based decisions.

PKF audits more than 400 pension schemes for companies, the public sector and the not-for-profit sector. Schemes vary from small self-administered schemes to industry-wide schemes with more than 25,000 members. In addition, our pensions experts remain well placed to contribute to debates on emerging issues through continuous participation in various discussion groups.

**Clients include:** Booker Pension Plan | Pilots' National Pension Fund | The Tussauds Group (UK) Pensions Plan | Universities Superannuation Scheme | University of Leeds Pension & Assurance Scheme



### Tailored pension services

PKF's services are tailored to each client because all clients are different. For example, a client asked us to perform an additional exercise to check the reconciliation of the sum of the value of the individual members' benefit statements to the total value of the Net Assets Statement contained in the accounts. We adapted our audit programme to undertake the work as an additional exercise within our audit and produced a separate report of our findings for the trustees.

“Over the last year PKF Financial Planning has been invaluable in keeping the Trustees up to date with legislative changes. Their advice is easy to understand and their service is prompt and value for money.”

**SHELLEY SEABOURNE**  
FINANCE DIRECTOR  
BATTERSEA DOGS & CATS HOME

Our key services include:

- Retirement planning**
- Savings and investments**
- Private education funding**
- Medical care provision**
- Life insurance protection**
- Business assurance**
- Passing on your wealth**
- Property purchase**

## Financial planning

Independent financial advice is provided by our wholly-owned subsidiary, the FSA-regulated PKF Financial Planning Ltd. We remain 100% independent at a time when finding impartial advice is hard. In addition to advice on personal investments, we offer advice on:

### Employee incentives

We have a range of services – from flexible benefits packages to employee incentive schemes – to encourage new joiners and motivate your workforce.

### Value from your business

By working alongside PKF's tax specialists, we can help you reap the rewards without suffering a heavy tax bill.

### Retirement planning

We can advise on a range of retirement options to suit you (e.g. flexible contribution plans for the self-employed) and on the various retirement benefits available for your employees.

### Protecting your wealth

Our inheritance tax and estate planning experts can help you to pass on more of your assets to your dependents when you die. We also advise on other vital areas such as life assurance and business assurance.



### Expertise plus first-hand experience

“A major recent issue for practices has been the conversion to LLP status. Our clients value not only our technical and strategic advice on how to prepare for such a restructuring but also our insight into how we tackled this ourselves. Our advice ranges from analysing group structures and bringing existing accounting procedures into line with the necessary legal standards to reviewing the tax, VAT and employment issues associated with moving into a new business vehicle.”

STUART COLLINS, HEAD OF PROFESSIONAL PRACTICES GROUP

## Taxation

Our tax specialists provide tailored advice to companies, entrepreneurs and private clients. By understanding what you want to achieve we can provide the sound tax advice you need.

### Tax-efficiency for business

We advise organisations on key tax issues, including the impact of transactions such as disposals, profit extraction and exit planning. We identify VAT risks and opportunities to reduce costs and improve your cash flow. When your business expands in the UK or internationally we will advise you on business vehicles and structures. Our associated offshore offices have regulated businesses providing fiduciary services for simple trusts and companies and also for more complex tax-driven offshore structures.

Our specialist teams provide a host of services on issues such as PAYE, NIC, expenses and benefits in kind to fulfil your employer compliance requirements and meet your needs. We will also help design benefits plans and our P11D software is the most powerful available.

### Protecting your personal wealth

We can help you minimise income tax, capital gains and inheritance tax liabilities in ways that suit you. Our extensive experience of dealing with HMRC enquiries and tax disputes ensures your rights and interests are always protected.

“In all our dealings with PKF they have soundly chosen and applied relevant knowledge and experience – on all occasions leading to speedy and successful solutions. Totally approachable and always focused.”

IAN LEGGETT

GROUP FINANCE OFFICER, DENNIS PUBLISHING

Our key services include:

**Business tax**

**Private client tax**

**International tax**

**Investigations**

**Employment tax**

**VAT**

**P11D software**



## Professional practices

Professional practices face a host of unique challenges, and there are many elements of your practice that can impact on its success. These include management structure, your remuneration system, business plan and strategy. Other factors include taxation, corporate structure (many partnerships are converting to companies or LLPs) and wider issues such as human resources and the use of technology. We can advise in all these crucial areas.

Your firm's reputation is one of your main assets but also one of the most vulnerable areas. Our risk management team can assess the risk level within your firm and its environment. Whether the threat comes from potential fraud, litigation or another source, we can help design and implement cost-effective controls.

Sometimes clients may approach you on subjects that fall outside your speciality. We can give expert input so you can provide that extra client service. Our specialist areas include corporate finance, insolvency and bankruptcy, tax investigations, forensic accounting and litigation support.

**Clients include:** Anthony Collins Solicitors | Cushman & Wakefield | Grant Thornton | Jones Day | Matthews-Daniel | Harper Macleod | Parabis Law | Royal Institution of Chartered Surveyors



## Not-for-profit

Our people have first-hand experience of the not-for-profit sector. Many members of our team are actively involved as trustees of charities or board members of housing associations. Others undertake a range of voluntary services that underpin our sector knowledge.

We audit and advise over 450 charitable and not-for-profit organisations, and support the Charity Finance Directors' Group (CFDG). In partnership with CFDG, we undertake an annual survey of charity risk management so we can provide the sector with the most up-to-date guidance on best practice.

Our aim is to form a supportive relationship with you to deliver long-term value. We believe you deserve to speak directly to a partner when you need to and to have your issues dealt with promptly. When you have a problem we aim to find practical solutions that satisfy both trustees and executive management. We publish newsletters and factsheets to keep you informed and provide a popular programme of seminars on the latest topics.

**Clients include:** Alzheimer Scotland | Battersea Dogs & Cats Home | Festiniog Railway Trust | Girlguiding UK | Groundwork UK | Look Ahead Housing and Care (RSL) | National Space Centre | Royal Blind Asylum & School | The Royal Society | Specialist Schools and Academies Trust



### Being clear about care

Carers UK is the voice of carers. It helps the UK's six million carers to get the practical, financial and emotional support they need. As part of our auditing service, we have clarified the key features and judgements in the financial statements and provided constructive feedback in our report.

"PKF really understands our business and the charity sector... Their refreshing approach engages both management and trustees... The audit process has not just been about the accounts but also helping us build on our knowledge of our role and responsibilities." Imelda Redmond, Chief Executive, Carers UK

“ [The PKF expert witness] discharged his duties to the Court admirably, impartially and fairly... I found his report to be balanced, fair, lucid and rational. I had no hesitation in accepting his evidence. ”

**HIS HONOUR JUDGE MCCAILL QC**  
HIGH COURT, QUEEN'S BENCH DIVISION  
BIRMINGHAM DISTRICT REGISTRY

Our services also cover:

- Commercial litigation**
- Fraud & financial investigations**
- Valuations**
- Competition & regulation**
- Forensic IT**
- Criminal defence**
- Negligence/personal injury**
- Tracing assets**

## Forensic

PKF's forensic accountants can help you through some of the most difficult situations you will face. Partners and directors have experience of giving evidence in court and are members of the Academy of Experts and the Expert Witness Institute.

### From litigation to valuation

If you are involved in a claim for loss of profits, breach of warranty or any other loss, we can give you a transparent and concise analysis, either to help settlement or pursue your case at a hearing.

In fraud cases, our specialist investigation unit can minimise the damage to your business, as well as helping to protect it with our specially developed data-mining tool, PKF Finder.

In cases of negligence (e.g. medical or professional) we quantify the loss suffered and present expert evidence to support the claim. We also act on behalf of both regulators and businesses involved in regulatory disputes and provide services to the insurance industry.

In addition, we have a wealth of experience supporting businesses through tax investigations, providing business valuations for transactions or dispute resolution, tracing assets and assisting in the sensitive area of divorce cases.



Our people are good at relationships  
– building them and developing them.

## The PKF approach

Clients who engage a major firm expect the highest professional standards and levels of expertise. For PKF, such quality of service goes without saying and is never compromised. However, this is merely the starting-point. Those who meet us for the first time, whether as clients, employees or associates, often say that they are struck by something different, something extra. What do they mean?

### **Our distinctive culture**

Every organisation will tell you how important its people are. The difference at PKF is that we live by this statement. We never forget that our business is ultimately about people, not numbers. Our clients prefer to work with people they can relate to, who understand their aims and concerns as well as their finances. Our ability to fulfil this need comes directly from our culture.

...the emphasis is on working  
together, on shared responsibility  
and shared success.

Both clients and new joiners often share the same first impressions of PKF. We are seen as friendlier, more flexible and more focused on the human element than some of our competitors. Work-life balance is respected and the result is a happier, more positive atmosphere that our clients visibly warm towards.

New colleagues often remark on the wider scope our firm has given them. If someone meets our standards and shares our goals, we encourage them to pursue those goals to the best of their ability. We don't try to fit people into a pre-conceived framework, for this can stifle valuable potential. We allow space for strengths to develop, and from those collective strengths comes our direction as a firm. We say, "If you do something well, go and do it" – and our clients are the ones who benefit.

### **Succeeding together**

Our teams receive the same encouragement as the individuals within them. At PKF the emphasis is on working together, on shared responsibility and shared success. One person's achievement belongs to the team and to the firm as a whole. Exceptional individuals are naturally encouraged but exceptional teamwork is more crucial still. Our culture of mutual support creates the positive atmosphere that clients experience when they work with us. It also means that the quality of our work does not depend on a handful of individuals.



...our work is driven  
not by what we  
have to sell but by  
what our clients  
most need from us.

### **Real relationships**

But what really sets us apart, we believe, is our attitude towards our clients. Ask a PKF partner what he or she does best. Whatever their expertise – audit, taxation, consulting – you will hear the same answer time and again. Our people are good at relationships – building them and developing them. What does this mean? It means getting to know our clients' organisations to understand their long-term needs. By taking the time and effort to understand what is really required, and anticipating the client's needs, we can deliver better services while working for the benefit of the overall relationship. Our aim is to use our expertise to give our clients an edge over their competitors.

No organisation is exactly like another, which is why PKF's personal approach is so effective. In the end, our work is driven not by what we have to sell but by what our clients most need from us. So that's why we ask:

**what can we do for you?**

**IAN MILLS**  
SENIOR PARTNER

**MARTIN GOODCHILD**  
MANAGING PARTNER



### Aiming for success

PKF was engaged as reporting accountant and auditor for Minera IRL Ltd. Incorporated in Jersey, managed from Australia and with Peruvian and Argentine assets held by local companies, it was reporting 3½ years of results under IFRS for the first time. Working to a tight schedule that involved liaison with three member firms in the PKF International network, we dealt with issues raised by the Peruvian auditors, worked with the company to ensure all requirements were met on time, and enabled the company to achieve a successful AIM listing.

## Corporate finance

To take a business where you want it to go, you need money – and you need more than money. PKF's corporate finance experts can support you through every stage of your projects.

### Finding the finance

Whether you already own your business or are part of a management team looking to acquire one, we can help you to find the way forward. We will advise you on the most appropriate solutions for your situation and secure the funding for you using our extensive network of contacts and strong reputation among the finance providers.

### Taking the strain

We provide vital support from beginning to end. Major transactions can be time-consuming and stressful. We can take on much of the burden including finding buyers or sellers, providing negotiation support, and structuring the transaction to ensure the best result.

### Showing the way

We can advise you on the potential value of your business and the exit options available to you. For flotations, we can advise on issues such as timing and market choice, and produce the relevant reports. For acquisitions, we can carry out due diligence for you to check that there are no nasty surprises in store.

“This [management buy-out] was not a straightforward deal and we appreciated the role of PKF in structuring, project managing and resolving some difficult issues that might otherwise have been deal breakers.”

MARK WICKHAM  
MD OF CITECH LTD

Our key services include:

**Valuations**

**Due diligence**

**Mergers & acquisitions**

**Raising finance**

**MBO/MBI**

**Reporting accountant on flotations**

**Strategic reviews**



## Mining & resource

We have a strong and growing commitment to the natural resources sector. Our team of specialists currently provides a range of business advisory services to support projects at every stage from pure exploration to evaluation, development and production itself. Projects are typically diverse, covering a full spectrum from coal to diamonds, via base and precious metals.

Some of the key mining regions in which we are presently working include North, South & Central America, Europe, South Africa, West Africa and Australasia. Having a team dedicated to the sector allows us to recognise and respond to its unique and often volatile nature, affected as it is by fluctuating commodity prices, environmental regulation, operating costs and the levels of mineral reserves.

PKF continues to support Mines & Money, the world's leading mining investment event. For two years we have sponsored the Exploration Funding Award, given to the mining company that has announced exploration funding of a particularly groundbreaking nature.

**Clients include:** African Copper plc | Alexander Mining plc | Arian Silver Corp | Cluff Gold plc | Encore Oil plc | European Diamonds plc | European Nickel plc | Firestone Diamonds plc | Latitude Resources plc | Minera IRL Limited | Rambler Metals & Mining plc | Ridge Mining plc | Serabi Mining plc | Solomon Gold plc | Sunrise Diamonds plc | Tertiary Minerals plc | Van Dieman Mines plc



## Real estate & construction

PKF is one of the leading advisers in the real estate and construction sectors. Our aim is simple: to help you meet your growth objectives.

Of all sectors, real estate is one of the most fast-moving. The successful players are those who can keep pace. Our strength is in moving quickly with clients, so that decisions can be made in time to seize opportunities. Our team can draw on a wide range of disciplines coupled with industry-specific experience. We regularly advise on significant sector issues including financing, CIS, REITs, IFRS, PPP/PFI, urban regeneration and more.

Besides acting as regular advisers to many real estate and construction companies, we also work closely with banks, investment funds and other professional advisers – resulting in an extensive network of vital contacts. A key strength is our ability to bring parties together to do business. Our clients also appreciate our range of services, which extend from audit and assurance, corporate tax and corporate finance to business recovery.

**Clients include:** Cushman & Wakefield | ING Real Estate |  
IVG Asticus Real Estate | Mountview Estates plc |  
The British Land Company plc



### Building relationships

Lafarge Building Materials Gmbh initially employed PKF to undertake a pre-acquisition review of a target in the north of England. This assignment evolved into an advisory role and included further work through PKF International, our associated network of independent firms. Since then, Lafarge has used PKF in the UK for more pre-acquisition reviews of targets in Asia and North and Central America. Lafarge has completed the acquisition of several of these targets.

“ We engaged PKF to review our funding requirements. They carried out their work in a professional and efficient manner, they understood a complex situation and came up with concise and practical recommendations. ”

**GEOFFREY WOOTTON**  
FINANCE DIRECTOR, BAGEL FACTORY

Our key services include:

- Business recovery**
- Services to lenders**
- Financial recovery**
- Services to stakeholders**
- Services to professional advisers**

## Corporate recovery & insolvency

When the going gets tough, companies turn to PKF. Our dedicated Corporate Recovery & Insolvency division can tell many success stories of struggling businesses that became profitable again thanks to their timely expert advice.

### First aid for businesses

Our primary goal is to save a business, with insolvency as a last resort. We encourage businesses to contact us before the situation is critical. If rescue is not possible, we still strive for the best financial result for owners and stakeholders. Our first consultation is free, after which all costs are agreed in advance.

### Stopping the slide

We act quickly to stabilise a financially troubled business and devise the best solution. We work with management to develop a turnaround strategy and, if necessary, provide interim management. During this time we ensure that all stakeholders are fairly treated and we help management keep control of the situation.

### Reassurance

Versatility is paramount in this field, so our team comprises experts in many disciplines. We also draw on resources from across the whole firm. At all times, clients have the reassurance of being able to deal directly with the partner in charge.



### Supporting success

The Standards Unit (run by the Department for Education and Skills) was created to implement part of the “Success for All” programme. It sought consultancy support to assist with Theme 2 – the national dissemination of teaching and learning resources and the establishment of learning communities. PKF provided programme management and support both centrally and regionally. We also provided commercial and financial advice to the Standards Unit for the procurement and management of the contract and kept stakeholders engaged.

## Management consultancy

PKF offers specialised Management Consultancy Services dedicated to helping public and private sector clients both domestically and internationally. Our team is made up of high performers from both the public sector and the world of commerce. The best testimony to our services comes from our clients, who consistently come back to us for high standards of professional advice, honest feedback and value for money.

### Public, private and international

We have been supporting the public sector for over 25 years. Our specialist public sector group works on assignments within government departments, executive agencies, local authorities, educational establishments, NHS bodies, former public utilities and newly-privatised organisations. Similarly, we have a specialist team for private sector clients. We have the experience needed to support clients in competitive bid situations such as PPP/PFI transactions, and we can provide independent assurance if external funding is sought. Our International Projects Group provides institutional strengthening and financial advisory services in developing nations and emerging markets.

To find out about our world-class services to the hotel industry, see Hotels & Leisure.

“PKF rapidly understood the aims and objectives of the programme. Their work has helped to ensure delivery of key objectives to challenging targets. They have given a valuable and very professional and responsive service.”

TONI FAZAELI  
DEPUTY DIRECTOR, TEACHING AND LEARNING  
AND DEVELOPMENT

Our key services include:

**Strategy review and development**

**Financial management**

**Organisational development**

**People development**

**ICT advisory**

**Programme/project management**



## Public sector

The provision of public services is undergoing constant change. The focus, increasingly, is on service delivery and financial discipline. This makes it more important than ever to use expert advisers who truly understand the sector.

PKF has been delivering support and advice for over 25 years. We have a team of consultants who work exclusively in this area, responding innovatively and quickly to new policies and initiatives. This enables you to continue providing value-for-money services while achieving your aspirations.

We bring experience gained through assignments in government departments, executive agencies, local authorities, educational establishments, NHS bodies and public utilities. Many of our team have both commercial and public sector management backgrounds. Above all, we are flexible. We want to deliver the right solution for your requirements, not an off-the-peg product. By working together with you, we can deliver a relevant customised service, providing better long-term value and better results.

**Clients include:** Defra | Department for Constitutional Affairs | Department for Culture Media and Sport (DCMS) | Department for Education and Skills (DfES) | Gambling Commission | Jobcentre Plus | Qualifications & Curriculum Authority (QCA)



## Hotels & leisure

The firm's hotel experience stretches back nearly a century. Today we are at the forefront of the field, carrying out work for the industry's market leaders. This is due in part to our research and benchmarking database – there is no other sector consultancy in Europe with as much credible information available. We also have an in-house research team to support our highly-trained consultants. We deal with all sections of the industry, working with owners, managers, property developers and financial institutions.

Whether you are thinking about opening a new hotel, expanding overseas, reviewing your portfolio and corporate strategy or seeking independent accountancy advice, PKF offers you a reliable, professional and, above all, personal service. The hotel business is about people, after all.

We also provide specialist advice and services to the leisure industry. For example, our dedicated Football Services Group works with some of the leading English and Scottish Premiership football clubs.

**Clients include:** BDL Hotel Group | Starwood Capital | Thistle Hotels |  
Merlin Entertainment Group



## A driving force for hotels

A leading European private equity firm engaged PKF on a number of assignments, including portfolio due diligence and operator search. Recently they needed to find an operator for their portfolio of 40+ hotels along the German autobahn network. After visiting sites to forecast the potential trading performance of the portfolio, PKF created an information memorandum to attract operators, developed a shortlist of candidates and worked with the client towards achieving their goal of attracting the best operator and management contract terms.

## Business support

What are business support services? Quite simply, they give you the freedom to focus on running your business.

A large part of running a business can bear little resemblance to what you are actually trying to achieve. HR and IT concerns and compliance with legislation and regulation can take valuable resources away from your core activities. This is probably not how you envisaged spending your time. Also, you may not have access to all the relevant specialist skills required to support your business as it grows. As it develops and expands into new areas, an already large administrative burden can get even more daunting.

In particular, company secretarial duties become ever more time-consuming as a company grows. We can take care of these for you – either the whole job or just the more complex procedures, according to your needs. Our qualified company secretaries combine practical experience with technical knowledge of all relevant areas of regulation, both in the UK and overseas. We let you concentrate on your core business secure in the knowledge that you are legally compliant.

“Entrepreneurs should be allowed to concentrate on what they are best at – running their businesses. We can help take away the administrative burden to allow them to do that.”

LEIGH LLOYD-THOMAS  
PARTNER

Our key services include:

**Year-end accounting assistance**

**Finance department outsourcing**

**Choosing accounting software**

**Management reporting**

**Inward investment**

**Company secretarial services**

**Payroll outsourcing**

**Human resource consultancy**

**Business planning review and advice**

**IT and software solutions**



“Local businesses and local communities are inextricably linked. Our aim is to enable the firm and our people to play a part in the development of both.”

CALUM STEWART  
PARTNER

## Our corporate responsibility

### Our approach

When we use the term Corporate Responsibility, we mean the responsibility that we have to understand and manage the impact of our operations and services on the community and the environment. The most significant areas of impact arise from our use of resources and our work in the community.

### Our use of resources

We strive to implement initiatives that reduce the effect of our business on the environment. These include:

- Considering environmental factors when acquiring and fitting out buildings
- Minimising the need to travel by using other forms of communication such as telephone, video conferencing or email to minimise the impact on the environment
- Disposing of our waste in ways which minimise the impact on the environment
- Encouraging re-use and recycling
- Minimising our consumption of natural resources through the use of low energy appliances and motion-detecting lights in our offices
- Applying environmental criteria when selecting our goods and services suppliers and encouraging them to adopt similar environmental standards to ours.

### Our work in the community

All of PKF's people are encouraged to take part in charitable and voluntary activities in recognition that this strengthens our bond with the communities in

which we work. These range from activities arranged by individuals in our local offices such as Easter and Christmas collections and themed dress-down days to the firm's membership of Business in the Community (BITC). As part of our involvement with BITC, PKF encourages all partners and staff to take part in BITC-sponsored projects such as the business-led volunteering programme where employees give their time and skills to the communities in which they live and work.

Action days involve small teams performing tasks in the local community where everyone benefits from team-building, leadership training and a boost to morale. Skillshare involves PKF representatives setting aside several days a year to advise social entrepreneurs on business ideas and startups. In this way, small social organisations can draw on expertise that they might not otherwise afford.

PKF also participates in ProHelp, where professional firms provide free advice and support to local community groups and voluntary organisations. This allows not-for-profit enterprises to benefit from the same standard of advice and service enjoyed by commercial businesses.

In addition, members of staff help contribute to local communities through less formal activities such as Collect 4 Christmas and the Right 2 Read programme which encourages local children with their reading.

# Office List

## Alton

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Anstey Road  
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Queensway  
Birmingham B3 2LX  
Tel 0121 212 2222  
Fax 0121 212 2300

## Bristol

Pannell House  
6-7 Litfield Place  
Clifton  
Bristol  
BS8 3LX  
Tel 0117 906 4000  
Fax 0117 974 1238

## Cardiff

18 Park Place  
Cardiff  
CF10 3PD  
Tel 029 2064 6200  
Fax 029 2064 6201

## Coatbridge

Fountain Business Centre  
Ellis Street  
Coatbridge  
ML5 3AA  
Tel 01236 423144  
Fax 01236 428306

## Derby

Century House  
St James' Court  
Friar Gate  
Derby DE1 1BT  
Tel 01332 372936  
Fax 01332 371449

## Edinburgh

17 Rothesay Place  
Edinburgh  
EH3 7SQ  
Tel 0131 225 3688  
Fax 0131 225 6017

## Glasgow

78 Carlton Place  
Glasgow G5 9TH  
Tel 0141 429 5900  
Fax 0141 429 5901

## Great Yarmouth

East Coast House  
Galahad Road  
Beacon Park  
Gorleston  
Great Yarmouth  
Norfolk NR31 7RU  
Tel 01493 382500  
Fax 01493 382525

## Guildford

Pannell House  
Park Street  
Guildford  
Surrey GU1 4HN  
Tel 01483 564646  
Fax 01483 578880

## Ipswich

16 The Havens  
Ransomes Europark  
Ipswich  
Suffolk IP3 9SJ  
Tel 01473 320700  
Fax 01473 320800

## Lancaster

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