

# accountancy services



When considering a Business Continuity Plan a company should first consider the cost of not having one in place.

## How would an unscheduled interruption affect your business?

There are many unforeseen events that could render your business helpless:

- fire or flood
- damage to building
- power or communications failure
- virus attack or IT hardware failure
- theft or malicious damage
- restriction of access

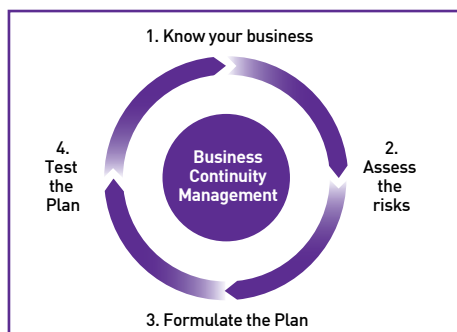
Attempting to restart your business after such a disruption can, in some cases, take weeks, if not months. The impact from this generally results in one or more of the following situations:

- staff sent home (on full pay)
- loss of communications with clients and suppliers
- inability to trade
- potential loss of clients
- unrecoverable damage to business

For your business to survive a serious disruption it is essential to re-establish the business-critical functions as quickly and effectively as possible.

## Business continuity - the benefits

- **Safeguard and protect confidential data** including payroll, accounts etc.
- **Control and measure** client billable time with maximum availability of business-critical applications.
- **Reduce the risk of disruption** caused by the inability to process payroll and produce accounts. Ensure the quickest possible return to normal business operations.
- **Ensure regulatory compliance**, not just satisfying Accountancy regulation, but also meeting industry and government regulations such as the Financial Services Authority (FSA) and Data Protection Act (DPA).



## Did you know?

The Association of Chartered Certified Accountants (ACCA), The International Federation of Accountants (IFAC) and the Institute for Chartered Accountants England & Wales (ICAEW) require business continuity management (BCM) plans to be in place for firms handling:

- time critical payment and payroll processing;
- time and data critical end of year submissions; and
- up-to-date, accessible and auditable data.

**Principle 7 (Schedule 1) of the Data Protection Act 1998 (DPA)** requires data controllers to take appropriate technical and organisational measures against:

- unauthorised or unlawful processing of personal data; and
- accidental loss or destruction of, or damage to, personal data.

“If the average UK accountancy firm has 30 customers reliant on their services what would the impact be of losing all client accounts and payroll data, or simply the access to it, for an undefined period of time?”



## KEEPING YOUR BUSINESS IN BUSINESS



### The Solution

The Continuum provides an affordable Business Continuity Service for the SME market. It provides bespoke solutions for your individual requirements and ensures minimal disruption to your business operations.

Facilities available include:

- full workplace recovery
- pre-equipped workstations
- full high speed internet connectivity
- telephony including DDI & VOIP
- fax, print & copying facilities
- secure server rooms
- dedicated rack space
- full technical support
- meeting & conference rooms
- rest area & kitchen facilities
- easy access & on-site parking
- secure storage & warehousing

The Continuum is centrally positioned between Leeds and Manchester on the M62 corridor, ideally located for northern based companies.

For further details please contact: **01274 772244** or email: **[continuity@ks-services.co.uk](mailto:continuity@ks-services.co.uk)**