

Supported Accounts Service for people who manage their own Personal Budgets

We offer a complete Supported Accounts service to people in receipt of a Personal Budget from Norfolk County Council.

We specialise in meeting a variety of different needs at a professional level, providing a comprehensive personal service and value for money. We manage, administrate and monitor your Personal Budget for you, including any personal contribution you may need to make, in line with your Support Plan. At some time during the initial set up process we will make a home visit to meet you (unless you specifically don't want us to).

You will need to send us receipts and invoices for expenditure etc., and wages information from your payroll provider if you employ a Personal Assistant, so that we can make payments on your behalf and keep proper records. We will complete any monitoring forms required by Norfolk County Council and provide you with regular information about your account.

Although we haven't been accredited by Norfolk Council to provide you with this service, Heather Nunn has a bookkeeping qualification AICB CB.Cert from the Institute of Certified Bookkeepers (ICB). Heather Nunn Business Services has been offering Bookkeeping services since 1983.

The running cost of the Supported Accounts Service is £40 per month. Additionally there may be an initial set up cost of £0 to a maximum cap of £110. This is only if the set-up is not reasonably straightforward, eg. where we have to do some 'back-work' or information we need is difficult to obtain etc.

Any other pre-agreed 'extra' expenses will be charged at cost. Any necessary mileage incurred after the initial visit will be charged at 45p per mile.

We can also provide you with other services you may need.

We are accredited by Norfolk Council to provide Payroll and Employment Support Services

