

BUREAU PAYROLL SERVICES

Garbetts offers a bureau payroll service from its Brading office. There are three cycles available:

- a) Weekly payroll - processed weekly
- b) Monthly payroll
- c) Weekly payroll - processed monthly in arrears

(a) is suitable for businesses wishing to pay weekly where there are weekly variations in hours worked or rates of pay. (c) is suitable for businesses wishing to pay staff weekly but only deal with payslips in arrears – it is suitable for situations where hours are fixed and weekly gross pay does not change.

Our service covers:

1. Provision of computer generated payslips.
2. Provision of payroll summary for your records.
3. Preparation of end of year returns P35/P14/P60 (but see below for charging in respect of 2004-05 and 2005-06 and electronic submission). P11Ds available by separate quotation for employees earning over £8,500 p.a.
4. Administration of monthly/quarterly remittances to Inland Revenue.
5. Calculation and administration of SMP and SSP payments and recoveries. Other paperwork relating to SMP and SSP, eg medical certificates, requests for information from third parties are the responsibility of the client.
6. Dealing with payroll deductions or additions to be made relating to Student Loans, Child Support, Court Orders or Working Families Tax Credit. The client is responsible for liaising with the relevant bodies and providing information to them as requested; our responsibility is solely to include the relevant items in the payroll.
7. HMRC queries relating to payroll deductions and calculation.

Our service does not cover:

1. Maintaining records of holiday or sickness absence.
2. Matters related to contracts of employment or advice on employment law.
3. HMRC queries on payroll matters other than deductions and calculations, eg benefits, minimum wage, working time directive.
4. Site attendance for PAYE/NI compliance audits.

Pricing:	Employees	Weekly payroll <u>Weekly processing</u>	Monthly payroll <u>Monthly processing</u>	Weekly payroll <u>Monthly processing</u>
	1	£10 p/w	£12 p/m	£15 p/m
	2-5	£15 p/w	£25 p/m	£30 p/m
	6-15	£20 p/w	£30 p/m	£40 p/m
	16+	£20 p/w + 50p per payslip over 15	£30 p/m + 75p per payslip over 15	£40 p/m + 75p per payslip over 15

In addition to the variable pricing above, there is a fixed charge of £50pa+vat for the end of year returns, which we file online.

All figures exclude VAT. We reserve the right to re-negotiate charges where particular circumstances dictate.

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