

**Imagine never having  
to do the payroll again!**



**Spofforths**

CHARTERED ACCOUNTANTS

# The Premier Payroll Service



**As an employer, you have probably found that handling payroll is becoming more and more of a burden.**

The government continues to introduce initiatives that might once have all been administered by civil servants but now have to be largely run by employers through their staff payrolls. Recent examples are the Student Loan repayments, SSP and SMP (the Minimum Wage) and Stakeholder Pensions.

The trend is set to continue as the government plans to use company payroll systems to administer a whole range of benefits and clawbacks.

This will all add to the complexity of what used to be quite a simple task. Now, employers who have a relatively small number of employees - say up to 6 - will have to learn these new rules as there are severe penalties for any mistakes.

It's not surprising then, that many small and medium sized companies have decided that the time is right to use expert help, leaving them more time to concentrate on growing their business.

Spofforths' Premier Payroll Service provides employers with a smooth and trouble free way to cope with the complexities of payroll. Unlike bureaux, the Spofforths Premier Payroll Service is managed by fully qualified Chartered Accountants and is completely flexible. Your payroll will normally be handled within 24 hours and we will process all the Inland Revenue and Contributions Agency forms and enquiries for you. We will also, by prior arrangement, respond to employee queries - another time saver!

**Fixed costs**

All this is provided for a fixed fee, quoted in advance. The idea is simple and allows you and your staff more time to concentrate on running your business, not handling paperwork.

The service is cost-effective and assists in keeping on top of the flow of ever-changing regulations.

# Running the Government through the Payroll



**Student Loan Repayments**

Repayments are collected through the payroll. This will involve preparing a special return for the Inland Revenue and adjusting employees' P45s.

**Payroll giving**

Although this has not really caught on, employers need to be ready to operate it through payroll when asked to do so.

**Statutory Sick Pay and Statutory Maternity Pay**

Whilst these have been around for some time, these also need to be operated via the pay packet and are subject to complicated rules.

**National Minimum Wage**

Heavy penalties await employers that have not kept records to show what all staff have earned - receiving at least the minimum wage introduced by the government.

**Stakeholder Pensions**

Spofforths Financial Planning Limited can help you comply with the law and avoid any statutory fines. They already run schemes for Spofforths clients and would be happy to assist you. Call Philip Wise, Director of Spofforths Financial Planning Limited (Authorised and regulated by the Financial Services Authority) on 01903 743 856 or email [fins@spofforths.co.uk](mailto:fins@spofforths.co.uk)

**Investigations**

We have the in-house expertise to deal with the situation. We also offer PAYE Healthchecks. For more details contact Bryan Elkins, tax consultancy services on 01403 253 282 or email [bryanelkins@spofforths.co.uk](mailto:bryanelkins@spofforths.co.uk)

**HR Services**

Frequently changing employment legislation and new social policies make it increasingly challenging to remain compliant and ensure employees are treated reasonably and consistently.

Spofforths can help. Our HR Manager, Christine Page, can undertake a review of your contracts, policies and procedures, advise on areas of compliance and non-compliance and the actions that you will need to take.

Call Christine on 01903 743 856 or email [christinepage@spofforths.co.uk](mailto:christinepage@spofforths.co.uk)



## Why Spofforths?

We have been handling payrolls for over 20 years, and we offer a personal service, not just a computer bureau - so simply give us your company's pay details and we will handle your payroll, quickly and without fuss.

We can advise and offer valuable management information and will deal with the Inland Revenue, Contributions Agency and all those time consuming employee queries.

For weekly or monthly pay, just fax us details of staff hours, overtime, people leaving, sickness etc., up to the working day beforehand and we will do the rest - simplicity itself - all for a highly competitive fixed monthly fee. It makes sense to check out Spofforth's Payroll Service.

Call Stephanie Bennett on 01903 714 175 or Linda Light on 01403 253 282 today.

[www.spofforths.co.uk](http://www.spofforths.co.uk)

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