

PAYROLL SERVICES INFORMATION SHEET



This fact-sheet has been produced by BVSC with the aim to improve the support to front-line voluntary and community groups. Local groups were asked to share information on where they obtained their payroll services to assist other groups. Inclusion in this fact-sheet does not, however, constitute a recommendation and any group contacting one of these providers must satisfy themselves that they are happy with the service being provided.

Information is correct as at November 2011, however, we recommend that you confirm charges before proceeding.

Organisation Details	Details of Cost												
Roger Storey Accountancy Aid Chartered Management Accountants 26 Cherry Orchard Road, Bromley, Kent BR2 8NE Tel: 020 8462 5832 Email: info@accountancyaid.com www.accountancyaid.com	Run on weekly or monthly. E.g. monthly: 1-5 employees £30.00 + vat 6-10 employees £35.00 + vat 11-20 employees £40.00 + vat These charges include everything except BACS with no set up/year end fees												
Sales Department Ceridian 100 Longulator Avenue Green Park Reading RG2 6GP Tel: 0800 733 337 Email: info@ceridian.com www.ceridian.co.uk	Please call for up to date prices.												
Sat Bir Complete Payroll Services 12 Hatherley Road Sidcup Kent DA14 4BG Tel: 020 8308 0317 Email: mail@completepayrollservices.co.uk www.completepayrollservices.co.uk	Run on weekly/4 weekly/monthly/quarterly. E.g. monthly running charge: 1-5 employees £12.60 6-10 employees £18.50 11+ employees £25.50 1-5 employees £2.90 each payslip 6-10 employees £1.70 each payslip 11-25 employees £1.30 each payslip												
Douglas Stoker D Stoker & Company Abacus House, 367 Blandford Road, Beckenham, Kent BR3 4NW Tel: 020 8650 2211 Email: info@dstoker.co.uk	<table border="0"> <tr> <td>Employee nos:</td> <td>1-10</td> <td>11-25</td> </tr> <tr> <td>Set up fee:</td> <td>£100</td> <td>£150</td> </tr> <tr> <td>Weekly/monthly cost</td> <td>£29</td> <td>£47</td> </tr> <tr> <td>End of Year run (inc P35, P14/P60):</td> <td>£65</td> <td>£100</td> </tr> </table> New starters/leavers will be charged at the rate of £12 per person.	Employee nos:	1-10	11-25	Set up fee:	£100	£150	Weekly/monthly cost	£29	£47	End of Year run (inc P35, P14/P60):	£65	£100
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<p>Elaine Creed, Director Pomfrey & Company 182 Rochester Drive Bexley, Kent DA5 1QG Tel: 01322 525838 Email: elaine@pomfrey.co.uk www.pomfrey.co.uk</p>	<p>Initial £100 Set Up fee. Cost e.g. monthly payroll of up to 10 employees - £350 pa includes monthly payroll reports, payslips, P45s when needed, P35 End of Year Return filed online.</p>
<p>Heidi Pithman, Payroll Partner Stiddard Bexley LLP The Malthouse Old Bexley Business Park 19 Bourne Road Bexley, Kent DA5 1LR Tel: 01322 556530 heidi@stiddardbexley.co.uk</p>	<p>1-2 employees £25 3-5 employees £35 6-10 employees £40 11-15 employees £46 16+ employees £42 + £2.50 per payslip These charges are per payroll run. This includes all HMRC dealings and end of year P35 returns Annual payroll for directors salaries £140 All prices exclude VAT</p>
<p>Tayo Ojulari Finance Officer Voluntary Action Lewisham 120 Rushey Green London SE6 4HQ Tel: 020 8314 6362 Email: tayo@valewisham.org.uk</p>	<p>VAL will provide you with info to enable you to pay your staff and the Inland Revenue. (Monthly payroll only). Members of VAL: £6.50 per payslip £25 set up fee £40 End of Year Returns <i>Non-members of VAL:</i> £7.50 per payslip <i>£25 set up fee £50 End of Year Returns</i> Non-profit making organisations outside Lewisham £10.00 per payslip £30 set up fee £10 End of Year Returns, per employee</p>