

PAYROLL SERVICES INFORMATION SHEET



This fact-sheet has been produced by BVSC as part of Bexley's ChangeUp initiative which aims 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 Spring 2006, 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	Run on weekly or monthly. Eg monthly: 1-5 employees £45.00 + vat 6-10 employees £55.00 + vat 11-20 employees £65.00 + vat These charges include everything except BACS with no set up/year end fees
June Carter, Payroll Manager, The Avenues Trust River House, 1 Maidstone Road, Sidcup, Kent DA14 5TA Tel: 020 8308 2900	One-off Start Up cost: £600 + vat Charge per payrun: 1-5 employees £21.00 + vat 6-10 employees £32.00 + vat 11-15 employees £44.00 + vat 16-20 employees £53.00 + vat
Neil Carpenter, Business Dev Executive Ceridian Centrefile, Ceridian Small Business Svs King Business Centre, Reeds Lane, Sayers Common West Sussex BN6 9LS Tel: 01273 832660	Paylite service: Set up fee: £25 Tax Year End: £25 Charge per pay run: Up to 5 people - £1.95 per payslip More than 5 people - £7 per payslip
Janet Stainsby Complete Payroll Services 12 Hatherley Road Sidcup Kent DA14 4BG Tel: 020 8308 0317	Run on weekly/4 weekly/monthly/quarterly. Eg 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

Organisation Details	Details of Cost
Douglas Stoker D Stoker & Company Abacus House, 367 Blandford Road, Beckenham, Kent BR3 4NW Tel: 020 8650 2211	Employee nos: 1-10 11-25 Set up fee: £100 £150 Weekly/monthly cost £25 £40 End of Year run (inc P35, P14/P60): £50 £75 New starters/leavers will be charged at the rate of £10 per person.
Stuart Seward Levett Charles & Co (Blackheath) 237 Westcombe Hill, Blackheath, London SE3 7DW Tel: 020 8858 4303	Payroll services w.e.f. 6/4/06 E.G. monthly: 1 employee £352.50 pa incl vat 2-5 employees £507.60 pa incl vat 6-10 employees £662.70 pa incl vat 11-20 employees £817.80 pa incl vat Fees, rendered quarterly, include preparation of Employers Annual Return and filing it on line.
Derek McLean Mc Squared Accounting Services 4 Wellington House, Messeter Place, London SE9 5DP Tel: 07880 747697	Set up fee: £25 (for monthly pay only) £4 per employee, per pay. Tax Year End £25
Elaine Creed, Director Pomfrey & Company 182 Rochester Drive Bexley, Kent DA5 1QG Tel: 01322 525838	Initial £100 Set Up fee. Cost eg monthly payroll of up to 10 employees - £350 pa includes monthly payroll reports, payslips, P45s when needed, P35 End of Year Return filed online.
Stacey Sharp, Payroll Partner Stiddard Bexley LLP 12 Kent House, 19 Bourne Rd Bexley Village, Bexley, Kent DA5 ILR Tel: 01322 556530	Run on weekly or monthly. Eg monthly: 1-10 employees £30 11-25 employees £40 26-50 employees £55 P35 Fee : £100 All fees can be negotiated on special cases.
Sherrine Wilson-Smith, Finance Officer Voluntary Action Lewisham 120 Rushey Green, London SE6 4HQ Tel: 020 8314 6362	VAL will provide you with info to enable you to pay your staff & 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: £7.50 per payslip</i> <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
BVSC keeps a list of individuals who offer a service on a self-employed basis.	