



Payroll Service

Our service to our Payroll clients

Cambridgeshire ACRE prides itself on its payroll and pensions (auto-enrolment) knowledge and its flexible, reliable and confidential payroll service.

We provide payroll services to business and organisations of all sizes /types and our expertise spans the public, private and not-for-profit sectors.

We offer two levels of service so clients only pay for the service they need:

- Our **Standard** service is for clients who are able to do some of the administration themselves.
- Our **Premium** service is for clients who prefer a fully-managed service.

All new clients go through an initial set-up phase before settling into a monthly, ongoing phase.

Different charges apply to each phase and clients can choose a different level of service for each phase depending on their needs.

The chart opposite gives an indication of the fees applicable to our service.

We welcome enquiries from potential new clients and are happy to meet you at our office in Ely to discuss your needs in more detail.

If you are a Community or Voluntary organisation, Church or Faith Group, Local Council or small business, we could help relieve the administrative burden on you by running your payroll.

For more information:

Call **Wendy Baxter** on **01353 865020**

Email **wendy.baxter@camsacre.org.uk**

Visit **www.camsacre.org.uk/payroll.php**

Payroll Service Charges

All prices shown are subject to VAT.

Discounts are provided to clients with 11+ staff – please ask for details

Set Up

Standard service includes:

- Establishing your payroll requirements.
- Creating a database of your staff.
- Ensuring your statutory requirements are met.
- Validating your data.
- Agreeing a suitable payroll run schedule.
- Assessing your staff for pensions auto-enrolment.

Price for single/first employee: **£50.00**

Price for subsequent employees (up to 10): **£25.00**

Price for 11+ employees : Contact us

Premium service includes:

As Standard Service, plus:

- Registering your 'responsible person' with The Pensions Regulator (TPR).
- Submitting your declaration of compliance to TPR.
- Providing individual Auto Enrolment letter templates for employees.

Price for single/first employee: **£70.00**

Price for subsequent employees (up to 10): **£35.00**

Price for 11+ employees : Contact us

Monthly

Standard service includes:

- Telephone and Email Advice Service.
- Calculation of salary payments.
- Calculation of statutory payments (e.g. sick / maternity pay).
- Submission of statutory Real Time Information (RTI) to HMRC.
- Provision of payslips for each staff member.
- Management reports for your records.
- Year-end processing.
- Managing opt-outs for pension provision.
- Pension re-assessment of existing employees where income/age increases.
- Pension re-assessment three years after your initial auto-enrolment staging date.

Price for single employee: **£12.00**

Price for 2+ employees (up to 10): **£8.00**

Price for 11+ employees : Contact us

Premium service (only available to clients using NEST or The People's Pension) includes:

As Standard Service, plus:

- Registration with pension provider.
- Monthly submission of your pension contributions schedule to pension provider.
- Registration of new staff with pension provider.
- Provision of individual Auto Enrolment letter templates for new employees

Price for single employee: **£15.00**

Price for 2+ employees (up to 10): **£12.00**

Price for 11+ employees : Contact us



Cambridgeshire ACRE
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VAT Registration No. 838 5035 17