

PAYROLL BUREAU

Gooch Maloney & Partners Ltd
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STANDARD PAYROLL SERVICE – PARISH EMPLOYEES & HMRC

- Initial setting up of payroll for all parish employees is included
- The parish emails Gooch Maloney (GM) each month with details of the pay for the month – normally around the 26th or 27th of the month.
- The payroll is then processed and payslips email to the parish office in pdf format within 24 hours. These can either be printed or silly emailed to the employees. Payslips can be password protected. The parish pays the employees direct by cheque.
- Generally, any PAYE or national Insurance is paid over quarterly. GM will notify the parish of the amount to be paid. The parish again pays HMRC directly by cheque.
- With the parish's approval, GM submits electronic data each month to HMRC on behalf of the parish to comply with HMRC's Real Time Information requirements for employee payments.
- After 5 April each year, GM emails the employees' P60 in pdf format to the parish for approval and distribution to employees.
- Costs: £3.50 + VAT per payslip per month with a minimum charge of £20 +VAT per month (for upto six employees). No limit to number of employees. Payment can be set up by standing order.
- Being a smaller business GM can be very flexible so if any parish require something slightly difference then GM is quite happy to discuss it with them.
- The charges are fixed so there would be no additional charges for phone calls etc unless agreed beforehand.

ADDITIONAL PAYROLL SERVICE – THE WHOLE BUSINESS PAYS STAFF & HMRC.

In addition to the above, the following service can be included at an additional charge:

- GM pays employees' monthly salaries and HMRC tax/NI by electronic bank transfer (BACS) and full amounts are direct debited from parish bank account.
- Costs for this are still to be settled but are likely in the range of £12 +VAT per month for the basic service.
- Costs were agreed in 2016 and are subject to change.