



Bradford Community
Payroll & Accounts

Our Charges

One off set up fee	£15.00
Weekly Payslip	£2.50 per Employee
Monthly Payslip	£5.00 per Employee
Weekly payslip paid into bank account by BACS	£5.00 per Employee
Monthly payslip paid into bank account by BACS	£5.00 per Employee
Year end Electronic filing of Inland Revenue Return	£30.00 per Payroll per year
Providing employees' P 60	£2.00 per Employee per year
Handling all your payments and maintaining all records	£15.00 per month

All charges subject to VAT



Direct Payments



Bradford Community
Payroll & Accounts

Voluntary Service Centre
19/25 Sunbridge Road
Bradford
West Yorkshire
BD1 2AY

Tel: 01274 787800
Fax: 01274 229304
Email: payroll@bradfordcpa.co.uk

Meet The Team



Left to Right: Sue Highmore (Payroll Officer) Anne Taylor (Client Liaison Officer) Maya Lad (Payroll Officer) Narrinda Kaur-Smith (Admin Assistant) Kamran Khan (Payroll Officer) Aimee Szpara (Payroll Officer) Jane Durrans (Payroll Manager) Dennis Watts (Finance Assistant)

Bradford Community Payroll and Accounts exists to support action by voluntary and community organisations working with people for positive change.

We are committed to equal opportunities and making our services relevant and accessible to all voluntary groups, particularly smaller, community based groups. We also offer a payroll service for those in receipt of Direct Payments.

We provide a professional payroll service which, in addition to processing salaries, can deal with a wide range of other issues related to employing staff. We also work to promote the development of good practice in employment.

Our workers have a large pool of knowledge and reference materials from which to draw. This information is updated on a regular basis in line with legislative changes, budget changes and other related issues affecting employers.

If you are in receipt of Direct Payments we are here to take care of all these responsibilities on your behalf.

- We can provide your payslips on a weekly or monthly basis
- Calculate tax and National Insurance
- Calculate Statutory Sick Pay and any possible reclaim
- Calculate Statutory Maternity Pay and reclaim on your behalf
- Deal with Inland Revenue queries and forms
- Provide a month end summary showing all employees' gross to net pay
- Deal with your year end return to the Inland Revenue electronically
- Provide each employee with a P60
- Maintain your payroll records etc. etc.

We offer a professional and friendly service, giving our clients freedom, independence and choice, thus removing the stresses of payroll.

If the thoughts of handling the Direct Payments money worries you, we also offer a service whereby we pay your workers by BACs, pay the Inland Revenue and any other payments which you require i.e. Fish Insurance, Agencies, etc.

The Social Services Direct Payments team can arrange for your money to be paid into our account rather than your own and we pay everything on your behalf, maintaining all your records. These can then be audited by Social services on our premises and you can relax in the knowledge that everything is in order.

Alternatively if you want to control your own money, we can provide the BACs service for paying your workers and the Inland Revenue and you can make arrangements to pay us each month.

Our team is here to help five days a week from 9.00 a.m. to 5.00 p.m.

You are only a phone call away from a friendly voice. We accept

instructions by telephone, fax, Email or letter – whichever suits you best.