



Bradford Community  
Payroll & Accounts

## Payroll Charges

One off set up fee	£15.00 per payroll for up to 5 workers Plus £3.00 per employee 6 and above
Weekly Payslip	£2.50 per employee
Monthly Payslip	£5.00 per employee up to 5 workers £4.50 per employee if 6 or more workers
Weekly Payslip paid into Bank Account by BACS	£5.00 per Employee
Monthly Payslip paid into Bank Account by BACS	£9.00 per Employee
Year End Electronic Filing of Inland Revenue Return	£30.00 per payroll plus £2.00 per employee for P.60

All charges subject to VAT



Bradford Community  
Payroll & Accounts

Voluntary Service Centre  
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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.

## Do you find PAYE a problem? Maybe our PAYROLL service can solve that problem for you?

Consider:

- Do you find payroll time consuming?
- Are you familiar with the constantly changing procedures?
- Do you keep records of your workers time off sick?
- Are you aware that you may be able to claim SSP paid out?
- Do you know how to tax a student or worker with another job?
- Do you know about SMP procedures?
- Do you know what the standard tax codes and NI categories are?
- Would you recognise a wrong one?

Would you rather not have to answer some, or all of these questions?

## Then why not make use of our payroll service?

We offer help, advice and support on any problems relating to PAYROLL. Payroll is run on a weekly or monthly basis for a pay date to suit your organisations needs. The service calculates all payments due and provides:

**Payslips**  
**Printed P14/P60/P35s for Year End**  
**Monthly summary of gross to net pay**  
**SSP/SMP processing**  
**Monthly Inland Revenue return**  
**All tax forms (P45s, etc.)**  
**E filing**

If you would like to discuss what we can offer please ring Jane or Anne on 01274 787800