



WALTER WRIGHT

PAYROLL SOLUTIONS



WALTER WRIGHT

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Our Payroll Solution

For many businesses, the ever-increasing burden of payroll legislation has become very problematic. If you would like to free your time and energy from the chore of processing your payroll – regardless of how small or large your workforce - look no further, we provide an effective payroll solution to supplement your business at an affordable price.

We recognise that not all organisations have the same requirements, and that your needs will change and grow. With this in mind, we have developed a flexible payroll, which grows with you as we work together to deliver a first class service to your employees.

By outsourcing payroll, you can spend more time concentrating on your core business.

We administer more than 100 payrolls, ranging from 1-150 employees using the latest Sage payroll software. Our standard payroll solution includes some of the following features: -

- Weekly, fortnightly, four weekly, monthly, quarterly or annual payroll calculations based upon the information provided by you
- All calculations concerning additions and deductions to gross pay, i.e. PAYE, National Insurance, SSP, SMP, SPP, SAP, pensions etc
- Detailed payslips for each employee
- Full payroll summary reports, for individual employees, by departments or for the company as a whole
- Completion and submission of year-end returns
- Payment of net amounts via Fax Pay or e-banking
- All HMRC forms dealt with on your behalf

The following additional services are also available: -

- Bespoke reports
- Preparation and submission of year end P11D's and P11D(b) which can be completed based upon the information provided.

For those businesses that do not have the resources to file electronically, but wish to keep their payroll in house, we are able to offer a year-end online checking and filing service of your P35 & P14's at a nominal charge.

Business Legal Helpline

We provide for all our clients, whether or not we manage your payroll, a legal telephone helpline including: -

- Employment matters
- Health and safety regulation
- Commercial issues

Charges

We have a standard scale of charges, which is shown on the attached schedule.

Your Payroll Team



Carole Bourner MMPA

Carole joined the Payroll department in 1999, and is qualified with the Payroll Alliance with and holds an Advanced Professional Diploma in Payroll Management. Her interests include cookery and sailing



Helen Harvey MAAT

Helen the newest member of the payroll team joined at the beginning of 2009. Helen is a qualified Accounting Technician and currently studying towards a professional payroll qualification. Her interests include rugby union, theatre and keep fit.

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SCHEDULE OF CHARGES

(Included in these rates are standard summaries and completion of end of year returns P35, P14)

WEEKLY PAYROLL

Basic payroll procedures

1 – 5 Employees	£880.00 per annum
6 - 25 Employees	£880.00 per annum + £120 per employee over 5
26 + Employees	Quotation on request

MONTHLY PAYROLL

Basic payroll procedures

1 – 5 Employees	£320.00 per annum
6 – 25 Employees	£320.00 per annum + £36.00 per employee over 5
26 + Employees	Quotation on request

Extra procedures to be charged on a time spent basis include:

Attachments	£13.00 per addition/removal
Initial set up of employees	£13.00 per employee/time spent
P11D's & P11D(b)'s	Time spent
Revenue enquiries	Time spent
Spreadsheets	Time spent
BAC's autopay	Time spent – average cost £13.00 per 15 employees per pay period
Bespoke reports	Time spent