

Bookkeeping & Payroll Service

Develop offers a comprehensive Payroll & Bookkeeping service to voluntary sector organisations

Payroll

We will provide advice and support with all aspects of PAYE and help you to understand the process involved in becoming registered with the Inland Revenue

- Monthly or weekly payroll cycles
- Detailed Payslip for each employee with summary & analysis report
- Pay schedule for employer
- Advise how much to pay to the Inland Revenue
- Issue all forms relating to staff and the Inland Revenue
- End of year processing: provide P14/60s for the employees and P35 to Inland Revenue
- Maintain employee records
- Claim SSP, SMP and SAP, issue relevant forms
- Pay and operate working tax credit etc
- Online notification to HMRC of year end PAYE return and staff joiners and leavers

Bookkeeping

- Day to day bookkeeping
- All payments and receipts recorded
- Bank reconciliation
- Petty cash
- Income & Expenditure reports
- Year end independent examination
- Production of annual accounts

This is just a brief overview of the Bookkeeping service as it each organisation will require different levels of service, please contact us to find out more about how we can help your organisation.

Develop

Enhancing Community Support

Payroll &
Bookkeeping
Service

Price List

Payroll

To register your organisation with the service:

Under 10 employees = £20

10 - 20 employees = £30

Over 20 employees = £40

Costs per payroll cycle

£3 per employee / £4 for new starters / leavers

End of Year Processing

Under 10 employees = £20

10 - 20 employees = £30

Over 20 employees = £40

Bookkeeping

Bookkeeping prices depend of the size of your organisation and the nature of the service you require please call us to find out more.

Further support available from our team

Samples of basic contracts and terms & conditions of
employment

Example policies & procedures that can be used for running
your organisation

General Personnel advice

Fact Sheets on useful topics to support you in the day to
day running of your organisation

www.developecs.org.uk

Call our Finance team in Chippenham on 01249 654089