

payroll administration

for christian charities and churches

At **Stewardship**, we understand the increasing demands placed on small employers and the unnecessary costs that some inadvertently incur through missing important deadlines or by making simple but genuine mistakes.

Because of this, we provide a unique and comprehensive Payroll Service designed specifically for the needs of Churches and Christian Charities and towards relieving your Treasurer from as much of the administrative burden as possible.

Sign up to our Payroll Service and we will:

- set up a new PAYE scheme with HM Revenue & Customs
- prepare monthly payroll records as per your instructions
- prepare and send secure payslips directly to your employees
- pay your employees' salaries into their bank accounts on the last working day of the month
- pay your PAYE and NICs liabilities to the Accounts Office
- deal with the Tax Office on your behalf
- provide help with the Employers Annual Return form P35
- file your end of year P35 and P14 returns electronically, giving you the benefit of incentives for small employers
- prepare and send the P60 End of Year Certificate directly to your employees
- offer optional extras, such as integrated Payroll Giving, help with Expense and Benefit declarations, specialised reporting and assistance with other technical payroll areas

Our fees for 2009-10 are: (all quoted inclusive of VAT)

Fee (frequency)	Number of employees	£
Set-up fee (one-off)	• 1 – 9	£100
	• 10 – 49	£150
	• 50+	POA
Processing fees (monthly)	• 1	£24
	• 2	£30
	• 3	£37
	• 4	£43
	• 5	£53
	Each additional employee	£1.25
Online filing fee (annual)		£75

If you would like further information about our payroll service please call Peter Crispin on 020 8502 8577 or email payroll@stewardship.org.uk