

# PAYROLL SERVICE



**Working in  
partnership  
with...**



**Wales Pre-school  
Providers Association**  
**Cymdeithas Darparwyr  
Cyn-ysgol Cymru**

Ideal for pre-schools, village halls, after school and holiday clubs and many other community groups.

**Reduce the time and burden on your committee.  
Rest assured that your PAYE and Pension obligations are  
being handled, professionally and efficiently all for an  
affordable price.**

## WHAT WE OFFER

- Professional payslips
- Calculation of Tax and National Insurance, employment allowance
- Calculation of all other payments, sick pay, maternity, student loan, pension etc.
- Advice line on all aspects of payroll and a termly newsletter.
- Submission of real time reporting requirements
- The set up and monitoring of your pension obligations including appropriate paperwork and letters to staff.
- The supply of required forms such as P45, P60
- Peace of mind that your group is complying with legislative changes
- Two levels of service to suit your requirements

*Our offices are based in Exeter, Devon, but all correspondence is handled by email or post, so it does not matter where you are based. We offer a seven day turn around.*

*Simply email your hours monthly and sit back and wait for the payslips to arrive, and then pay your staff by your preferred method. We are a non-profit making charity aimed at promoting and supporting pre-schools.*

*We have over ten years experience in offering PAYE to pre-schools and offer Pension auto-enrolment support.*

*We comply and keep up to date with all legislation.*

We offer an efficient and cost effective service, custom made for pre-schools. Prices are

**Basic package** £74 annual fee then £2.90 per employee per month plus VAT,

**Inclusive package** £130 annual fee then £2.90 per employee per month plus VAT,

Slightly more for non members.

For an information pack or a friendly chat, please contact Nicci on 01392 438977 or  
Email [devon.payroll@pre-school.org.uk](mailto:devon.payroll@pre-school.org.uk)