



# Diane Malley MAAT

21<sup>st</sup> December 2015

Berkswell Parish Council



Dear Mr Wilson

## Payroll Services

Thank you for your enquiry regarding Payroll Services for Berkeswell Parish Council.

For the payroll service I offer I will process your payroll in time for the payment date, calculating PAYE and NI contributions due to HMRC. I will create a payslip and payroll reports which will be saved in PDF format and emailed to you or put into a dropbox if preferred. I will complete and submit the required online RTI reports to HMRC, including the monthly nil returns if no payments are made to employees. I am a registered payroll agent with HMRC and can do your returns on your behalf.

The parish council will be responsible for ensuring I am advised of any changes, e.g. tax code, hours worked, rate paid, or sickness to ensure the payroll is accurate. I will automatically run the payroll one week before your scheduled pay date and therefore any changes should be advised before this date. The parish council will pay members of staff and HMRC direct.

I confirm I am able to carry out payroll services for an annual fee of £135 based on one employee and 7 members' allowances, payable upon receipt of an invoice quarterly, alternatively one payment can be made for the full amount at the beginning of the financial year. For the current financial year the fee will be apportioned to the number of months left in the year. The fee includes reporting on starters/leavers, calculations of sickness pay/SMP/SPP or SAP and any end of year reports required. The contract can be terminated by written notice of three months.

I confirm I am a qualified Accounting Technician and Payroll Administrator, licenced, regulated by the Association of Accounting Technicians and insured with Trafalgar Insurance to carry out self employed work. I also hold the clerk's C.i.L.C.A. qualification.

Please confirm acceptance of this letter by signing and returning the slip below. Please do not hesitate to contact me if you have any further enquiries.

Yours sincerely

*Diane Malley*

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I confirm acceptance of the conditions of service as per your letter dated 21<sup>st</sup> December 2015.  
Please invoice me annually/ quarterly\* (please delete)

Signed ..... Dated .....

Print Name .....

