

Charges sheet**24/25**

Service	Charge including VAT	Weekly charge Incl. VAT
PAYROLL SERVICE		
Payroll Set up Fee one off	£38.65	N/A
+Payroll - 4 week pay cycle for 1 Employee	£19.97	£4.99
Payroll - 4 week pay cycle for 2 or more Employees	£39.93	£9.98
Payroll – Monthly for 1 Employee	£19.97	£4.99
Payroll – Monthly for 2 or more Employees	£39.93	£9.98
No Payroll run EPS submitted	£10.00	N/A
Rerun of Payroll	£19.98	N/A
Reprinting of lost / damaged documents	£7.77	N/A
FINANCIAL ADMIN SERVICE		
Bookkeeping Set up Fee one off	£42.47	N/A
Bookkeeping with Managed Accounts	£46.35	£10.70
Bookkeeping with Managed Accounts reduced fee for 1 invoice / month	£33.49	£7.73
Bookkeeping with Own Accounts	£45.08	N/A
PENSION ADMINISTRATION SERVICE		
PAS – Level One (no PAs to enrol)	£127.40	£0.81
PAS – Level Two (1 or more PAs to enrol)	£254.81	£1.64
EMPLOYMENT SUPPORT SERVICE		
New Employer Set up Fee (one off)	£162.23	N/A
New Employer Set up Fee plus recruitment of Pas (one off)	£489.17	N/A
Employment Support – Monthly Contract Fee @ £30 / month	£38.65	£8.92
Employment Support on hourly rate basis Charged in 15 min increments of £6.47	£27.67	N/A
		N/A
Recruitment and Selection	£128.74	N/A
Recruitment without interview support	£77.23	N/A
DBS checks	£87.55	N/A

25/26**7% Increase**

Service	Charge including VAT	Weekly charge Incl. VAT
PAYROLL SERVICE		
Payroll Set up Fee one off	£41.36	N/A
+Payroll - 4 week pay cycle for 1 Employee	£21.37	£5.34
Payroll - 4 week pay cycle for 2 or more Employees	£42.73	£10.68
Payroll – Monthly for 1 Employee	£21.37	£5.34
Payroll – Monthly for 2 or more Employees	£42.73	£10.68
No Payroll run EPS submitted	£10.70	N/A
Rerun of Payroll	£21.38	N/A
Reprinting of lost / damaged documents	£8.31	N/A
FINANCIAL ADMIN SERVICE		
Bookkeeping Set up Fee one off	£45.44	N/A
Bookkeeping with Managed Accounts	£49.59	£11.45
Bookkeeping with Managed Accounts reduced fee for 1 invoice / month	£35.83	£8.27
Bookkeeping with Own Accounts	£48.24	N/A
PENSION ADMINISTRATION SERVICE		
PAS – Level One (no PAs to enrol)	£136.32	£0.87
PAS – Level Two (1 or more PAs to enrol)	£272.65	£1.75
EMPLOYMENT SUPPORT SERVICE		
New Employer Set up Fee (one off)	£173.59	N/A
New Employer Set up Fee plus recruitment of Pas (one off)	£523.41	N/A
Employment Support – Monthly Contract Fee @ £30 / month	£41.36	£9.54
Employment Support on hourly rate basis Charged in 15 min increments of £6.47	£29.61	N/A
		N/A
Recruitment and Selection	£137.75	N/A
Recruitment without interview support	£82.64	N/A
DBS checks	£93.68	N/A