

SERVICE	Cost including VAT	Service Description
Start-up support		
Account	£460	To include advice and assistance with insurance, financial planning, creating a PHB budget plan, record keeping, monitoring This is a one off payment at the start of a DP/PHB journey for people who manage their own funds
Managed Account	£260	To include advice and assistance with insurance, financial planning, creating a PHB budget plan, record keeping, monitoring This is a one off payment at the start of a DP/PHB journey for people who require a managed account
Employment Support		
Up to 3 PAs	£260	Includes advice and support on producing contracts of employment, job description and responsibilities of being an employer, HMRC requirements, and the payroll service requirements (Payroll service advice includes advice on setting employee/s up on payroll, registering with the HMRC and help with relevant paperwork). This is normally a one-off payment for people (usually at the start of their DP/PHB journey) but could be used at any time e.g. when there are significant changes e.g. from using self-employed to employed, or going from agency to employing staff.
Additional PAs	£72.50 per PA	As above for each PA over the 3 mentioned above
Recruitment Support available as a stand-alone service only if job descriptions etc. are already in place	£285	To include advice on the recruitment of Personal Assistants, e.g. advertising, interviewing, seeking references, this includes the sending and receiving of application packs and collating them at our office for return to the customer. This is per round of recruitment e.g. customer needs x2 PA's recruited, but one advertisement etc. Job descriptions are the minimum needed to create a suitable advert and would come under employment support. However, signposting could be done to Skills for Care or Insurance if employment support was not available
Attendance at interviews for PAs		£87.50 per hour (in person) £67.50 per hour (virtual attendance)

SERVICE	Cost including VAT	Service Description
Payroll Processing		
Up to 2 employees	£18 per payroll run	Frequency is per pay run e.g. £18 per week for weekly payroll, £18 per month for monthly payroll, or £18 every 4 weeks for 4 weekly payroll.
Over 2, per additional employee	£1.70 per additional employee	To include initial setup and pension processing (NEST) There is no charge for auto-enrolment.
Managed Account Service		
Agency only Managed Account for up to 5 debit transactions	£25 per month	For payments of agency/care provider invoices
Employers Managed Account for up to 5 debit transactions	£33 per month	For payments of staff wages, HRMC bills, insurance etc. Support with increases in personal assistant wages when direct payment budgets are uplifted.
Additional transactions	£2.25 per additional transaction	
Optional: Managed Account via a pre-paid card	£5.00 per month (in addition to the Managed Account charges)	
Level 1	£650	Up to 7 hours support
Level 2	£940	Up to 10 hours support
Over 10 hours	£67.50 per hour	Hourly rate

Invoices are raised quarterly in arrears.