



Payroll

Following on from HMRC's recent briefing regarding the employment status of Parish Clerks, SALC is now offering a payroll service exclusively to member Town and Parish Councils in Suffolk. This service will include the following elements of payroll:

- Calculation of PAYE, National Insurance, statutory sick pay, statutory maternity pay, for all council employees.
- Providing the council with the net salary amounts to be paid to their employees.
- Advising the council of the amounts to be paid to HMRC for tax/NI and the deadline dates.
- Producing payslips for your employees which can be posted or emailed in PDF format.
- Completion of year end filing, including issuing P60's to the employees, and submission to HMRC.
- Completing leavers and starters forms, and online filing of P45's and P46's.

Costs for this service are £7 per month for a single employee, with a lower charge of £4 per month for each additional employee.

If you are interested in this service, and would like further details please contact SALC on 01473 833713 or email financesalc@btconnect.com

