

# Services to Academies

Payroll Services



## Payroll and What Sets Us Apart

We look after an increasing number of schools, which have converted to academy status and are looking further afield than the Local Authority for their payroll service provision. We also work with a number of multi-academy trusts. Bishop Fleming has the necessary specialist expertise to deal with the management of pay scales, teachers and local government pension schemes, factoring and split costing but what sets us apart is great client service. We pride ourselves on providing a first class personal and friendly client service, as highlighted by our 2013 Investor in Customers Survey Exceptional Award. All of our payroll clients are given a dedicated point of contact to build a working relationship with.

## Summary

To summarise what is included within our payroll service:

- Security sealed payslips (with e-payslip delivery option if required);
- Production of P45's for leavers;
- Salary reports to your specifications including journal voucher report;
- Monthly payment details to the Collector of Taxes, including Real Time Information (RTI) submissions;
- Preparation of annual P60 PAYE Returns;
- BACS bureau service for the employee net salary and all payroll third party payments, including to HM Revenue & Customs and the pension scheme providers;
- Completion of the monthly and annual returns for the Teachers and Local Government pension schemes;
- Auto Enrolment administration if required, once the staging date has been reached;
- Liaison with HM Revenue and Customs on your behalf.

We have the ability to process changes late in the pay cycle, employee net salary and third party payments can be paid by BACS and RTI submissions are done on-line. In essence, you will just need to provide us with the changes to process each month and we do the rest.



## Set Up

Schools need not to have to worry about the initial transfer of the payroll as we will liaise with the current payroll service provider, usually (although not always) the Local Authority, to obtain the standing set up data we require. To ensure nothing is missed, at the point the school is happy for us to proceed and the timescales have been agreed, we will provide an implementation timetable, outlining the standing set up data we require, what needs to happen, by when and the appropriate areas of responsibility.

## On-going Data Transfer

To ensure we manage your payroll as efficiently as possible, we will provide you with Excel based templates for you to complete with the changes that are required to be processed each pay period. These templates, once completed, are sent to us either on email attachment, which incorporates our Sophos encryption or via our portal. We will also provide you with post payroll reports, each pay period, tailored to your requirements. This includes a report containing the payroll journal information for uploading into your Finance system.

By using our Excel based templates, we will be able to import the changes into our payroll system without the need for manually keying the data, reducing the risk of human error creeping into the process, reducing the time spent managing the payroll, which in turns helps us to keep our fees competitive.

For most schools we have found that we will be able to accept the variable changes to process later in the month compared with their existing arrangements, thereby helping to ensure changes to process are actioned in the current month rather than held back to the following month.

## Pension Scheme Administration

In addition to keeping abreast of the changes to the Teachers and Local Government pension schemes and ensuring the correct employee and employer pension contributions are calculated for all your staff, we can also manage the required administration for both schemes.

This administration service option includes monthly summaries and BACS payment of pension contributions along with the completion of all the necessary monthly returns, such as for new starters and leavers. For the Teachers pension scheme we are able to submit the returns on your behalf via monthly data collection through the Employer Portal.

We can also pull all the necessary information together to ensure the annual pension returns for both schemes are administrated as efficiently as possible.



## Auto Enrolment

Following on from the Teachers and Local Government pension scheme administration required, we can also undertake a full Auto Enrolment administration service, from the initial assessment at the staging date, on-going compliance and employee letter administration.

To arrange a meeting to discuss your schools payroll requirements, please contact Lee Hellingsworth on 01803 291 100, email [lhellingsworth@bishopfleming.co.uk](mailto:lhellingsworth@bishopfleming.co.uk).

## Testimonials

"Coombe Dean School became an Academy on the 1st April 2011 and moved to Bishop Fleming for payroll services. I am delighted to say that Bishop Fleming has lived up to expectations in every way: the service we receive is efficient, timely and above all accurate. Staff are incredibly helpful and have been extremely patient during the stressful period of transition to academy status. Payroll has been one of the key indicators of the success of our academy transfer and I am pleased to say it went so smoothly that most staff did not realise that anything had changed! I have no hesitation in recommending Bishop Fleming to colleagues and wish them every success in a growing market."

*Lindsey James, School Business Manager, Coombe Dean School*



"Fishponds CE Academy became an Academy on 1st September 2012. I am delighted to say that I haven't looked back after having appointed Bishop Fleming to undertake our payroll needs. The Staff are always very polite and helpful and we even have our own dedicated Payroll Manager. Our staff have always been paid on time and correctly since the first month and I really shouldn't have worried that changing payroll providers would be difficult - all went very smoothly. Bishop Fleming stay ahead of the game with regards to changes in statutory regulations and they deal with those changes in a very professional and knowledgeable way. I would not hesitate in recommending Bishop Fleming to undertake all your Payroll needs."

