



Together
We Count

Your Complete Hassle-Free
Payroll Solution

Don't get your payroll wrong

Is payroll a distraction for your business? Is it a hassle that is not allowing you to focus on growing your business and looking after your customers as much as you would like?

The introduction of Real Time Information, automatic enrolment, and recently, GDPR and constant revisions in payroll legislation mean that payroll has become very difficult and time consuming to get right. And the consequences for getting it wrong can be severe.

With all these difficulties, it now makes more sense than ever to outsource your payroll function.

Here are some of the benefits to outsourcing your payroll with us:

- 1. More free time** to concentrate on working on your business rather than running payroll.
- 2. Less stress** as we take care of everything for you.
- 3. Some peace of mind** knowing your payroll will be submitted on time and be compliant with the Real Time Information programme.
- 4. A team of payroll specialists**, meaning payroll advice is always a quick phone call or email away.
- 5. Secure data storage and processing**, so you never have to worry about your payroll security.
- 6. Leading edge, award-winning software**
- 7. And more importantly, no internal payroll costs**

Your payroll options

The amount you invest into your payroll will be dependant on the number of employees you have and the complexity of your payroll. So whether your a small start up or a large functioning business we have a payroll option suitable for you. To help you decide which option is best for you, here is a quick overview:

- Premium Payroll** - This is the best option for larger businesses or businesses with more complex requirements who want the very best service.
- Full Payroll** - The full payroll which is our most popular option will give you unlimited payroll support, reporting of benefits in kind (e.g. company cars) and bespoke reports. Most importantly, we will be dealing with your auto enrolment compliance.
- Essential Payroll** - The essential payroll is perfect for business owners who are on a tight budget. You'll get the peace of mind of knowing that you are doing things right with your payroll. Auto enrolment is not included in this plan.



Your payroll options in detail

	Premium payroll	Full payroll	Essential payroll
Collate your payroll data	●	●	●
Provision of our New Starter checklist	●	●	●
Process the payroll	●	●	●
Process leavers	●	●	●
Record and calculate Student Loan and Salary Sacrifice	●	●	●
Ensure compliance with the latest payroll legislation	●	●	●
Provision of detailed electronic payslips	●	●	●
Calculate payments due to HM Revenue and Customs	●	●	●
NIC eligibility analysis	●	●	●
Submit Real Time information to HM Revenue and Customs	●	●	●
Complete and submit the final end of year RTI declaration	●	●	●
Provide year-end P60s for each employee	●	●	●
Provide payroll summary reports by email	●	●	●
Supply you with forms to record essential personnel info	●	●	○
Departmental analysis and reporting	●	●	○

	Premium payroll	Full payroll	Essential payroll
Company car notification of change through a P46 car form	●	●	○
Provide details for you to complete payment to other bodies	●	●	○
Bespoke data input sheets	●	●	○
Produce net pay files for import into your bank	●	●	○
Produce tax payment files for import into your bank	●	●	○
Completion of forms P11D and P11D(b) and calc. the NI	●	●	○
Planning and compliance review of benefits and expenses	●	●	○
Non-variable deduction company pension schemes	●	●	○
Unlimited support for payroll matters	●	●	○
Maintain records of holiday entitlement and holidays taken	●	○	○
Provide Excel payroll summary reports	●	○	○
Create full journal entries for easy input into the accounts	●	○	○
Create bespoke payroll analysis reports	●	○	○
Advice on company car versus cash remuneration options	●	○	○
Variable deduction company pensions schemes	●	○	○
Pension and protection advice for all employees	●	○	○
Join the Together We Count Network	Free	Free	Free
Invitation to post a guest blog on www.togetherwecount.co.uk	Free	Free	Free

- Included within the bundle
- Not included within the bundle

How will you benefit from our payroll service?

Payroll Administration

We will help you through every step of your payroll from getting started to adding new employees to it. Here's an outline of the service we provide.

Payroll setup

Whether you are a new employer or an established one, we will guide you through the process of setting up or transferring your payroll to us. We utilise the latest technology to extract information, saving time and effort for you and your team.

Collating of payroll information

Every pay period we will collate the pay information so we can calculate the pay accurately.

Delivery of payslip via email

Every pay period once the payroll has been approved, we will deliver the employees payslip via email. This saves you time in handing out payslips or having to forward emails and it's secure for GDPR.

Your emails will be delivered using our secure server which encrypts and then destroys them once they have been sent.

Deducting standard non-variable pension deductions

Wherever you operate a non-workplace pension, we will make the standard deduction from the employee's payslip.

Ensure compliance with payroll legislation

Our specialist payroll team keeps up to date with the latest changes in payroll legislation, so you can be sure that your payroll will always be compliant with the law.

Provide payroll summary showing net to gross

The summary we provide will help you record the correct transaction within your accounting systems.

Provide P30 detailing amounts due to HMRC

This details the amounts owed to HMRC, allowing you to make payment accurately and on time.

Provision of New Employee Starter forms

This is a convenient way to collect employee information ensuring you are compliant and operating the correct tax code.

Attachment of earnings report

This details all the deductions made under all attachments of earnings, and what should be paid over to the appropriate authority.

Unlimited payroll support

Our team is always on hand and ready to help for those times when you need a little more support.

Ongoing Payroll Operation

We'll help with the little things that will make the day-to-day operation of your payroll so much easier.

Assessment and operation of employment allowance

We will assess whether you are entitled to claim the employment allowance, and if not we'll explore the possibilities so you can.

“

Always very helpful with fast and knowledgeable advice.

-- Liam

“

As a self assessment novice, Aaron at Together We Count Limited came to me highly recommended and the level of service and quality of work I received certainly surpassed my expectations! Clear advice and instructions, quick to respond via email, always available for a chat when needed and professional yet friendly at all times, I knew my tax returns were in safe hands at every step of the way. I wouldn't hesitate in recommending TWC's services for those looking for accounts made easy!

-- Meghan, Property Investor



Operation of Directors NIC

If you are a limited company and have Directors on the payroll, we will ensure you are operating national insurance correctly on an annual basis.

Record calculate and deduction student loans

We will operate student loans ensuring that the right plan is operated, deductions are made and that changes are processed as instructed.

Record, calculate and deduct Attachment of Earnings

Where we are advised, we will calculate and make deductions, making an account of protected earnings and where other orders may take priority.

Bank input file for net payments

We will create a payment file which can be input straight into your banking software, avoiding any rekeying errors that may occur.

Bank input file for HMRC payments

We will create a payment file which will ensure you pay HMRC on time with the correct reference, making sure it is applied to your PAYE account.

Calculation and recording of holiday pay

Whether you record your holidays in days or in monetary terms, we can calculate an employee's entitlement and deduct any paid holidays.

RTI Compliance

Real Time Information (RTI)

This software transfers data to HMRC on or before every time an employee is paid. This replaces P35 and P14 forms as well as P45 and P46 forms for when employees join or leave your business. Failure to comply with RTI can attract high penalties for every time you are late, so it is critical this is done right. Here's what we'll do.

Processing joiners

As new employees join, we will process their P45, set up their pay record, calculate a pro rata wage and inform HMRC.

Processing leavers

When employees leave, we will calculate pro rata wages, any holiday entitlement, as well as completing a P45 and submitting details to HMRC.

Filing of FPS and EPS with HMRC

Once the payroll has been agreed, we will file the Full Payment Submission and the Employment Payment Submission with HMRC on or before the payment date.

Complete and send end of year submission

At the end of the year, and once the payrolls have been agreed, we will file the end of year submission with HMRC.

Provide a year-end P60 for each employee via email

Also at the end of year, we will send all employees a P60, which will summarise the employees pay for the year.

Freebies

Join the Together We Count network

The entire Together We Count ethos is to simply help businesses grow, by working together. Therefore if you have a service, product or calling, we will happily recommend you to others in our network.

Invitation to post a guest blog on www.togetherwecount.co.uk

Please send us a well-written description of your business and we will publish this on our website and social media to get your businesses name out there.

Your Automatic Enrolment options in detail

	Premium payroll	Full payroll	Essential payroll
Assess the workforce every pay period and monitoring changes	●	●	○
Process opt-outs and opt-in	●	●	○
On going employee and statutory communications	●	●	○
Reporting to The Pensions Regulator and answering queries	●	●	○
Assessment of new starters and dealing with leavers	●	●	○
Calculate contributions for each pay period	●	●	○
On-going postponement planning	●	●	○
Send enrolment and contributions to pension provider	●	●	○
Maintain records	●	●	○
Re-enrol eligible workers	●	○	○

Automatic Enrolment Compliance

Automatic enrolment

According to automatic enrolment Under the Pensions Act 2008, every employer in the UK must put certain staff into a workplace pension scheme and contribute towards it. If you employ at least one person, you are an employer and you have certain legal duties. However, it can get a lot more complicated than you may think. Here are some other things you have to consider:

- Constantly assess your workforce
- Auto enrol those that should be a part of the scheme.



- Give those that qualify the right to opt in
- Process any employee who wishes to opt out
- Make employee and employer deductions for those employees who are enrolled
- Report those details to an appropriate pension scheme

On top of this, there are duties you need to complete at the beginning of your auto enrolment and then every three years thereafter. Failure to comply can result in fines of between £50 and £10,000 per day. So even for a small company, the penalties can be as high as £1,500 month. This is what we'll do to make this process significantly easier

Assessment of your employees per pay period

At every pay period we will assess your workers to see if they need to be auto enrolled, or whether they are eligible workers with a right to opt in.

Processing of opt in requests

When employees express that they do not want to be part of the pension scheme, we record their opt out request and remove any deduction from their payslip, informing the pension scheme so no further deductions are made.

Processing of opt out requests

When employees express that they do not want to be part of the pension scheme, we record their opt out and remove any deduction from the payslip, informing the pension scheme so no further deductions are made.

“A man should never neglect his family for business.”

-- Walt Disney

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I have over the years recommended 'Together We Count' to friends, family and business associates, and many of them have been served happily as clients for years. I would recommend the services of 'Together We Count' to anyone looking for an accountancy service that is as approachable and friendly as it is knowledgeable and professional.

-- Sam, Entrepreneur

Ensure compliance with workplace pension legislation

As the pension legislation changes, such as the minimum contributions change, we will ensure you always remain informed and compliant.

Provide pensions summary detailing employee's and employer's deductions

We will provide a report showing the employee and employer deductions made as part of the workplace pension, as well as any additional voluntary contributions.

Variable pension deductions based on your scheme

We will make a deduction based on a percentage of earnings as long as they meet the minimum requirements. Earnings can be custom defined.

Ongoing employee communications

You are required to provide your employees with communications as they are assessed as having a right to opt in, being auto enrolled or when they are postponed.

Reporting to the Pension Regulator

Completion of the declaration of compliance and dealing with any queries from the Pension Regulator.

Assessment of new employees

As new employees join, we will assess them to see whether they are eligible to join the pension scheme and have a right to opt in or are not eligible.



Processing scheme leavers

As employees leave, we will remove them from the pension scheme and inform the pension company that there are no further contributions.

Postponement planning for new scheme members

As employees qualify to become enrolled, we will make maximum use of the postponement period. This will save employer contributions and, should an employee leave within their trial period, they will not have to be enrolled and then removed from the pension scheme.

Uploading pension data to your pension scheme

We will upload the pension deductions into your pension scheme and initiate the payment for the deductions and also resolving any queries the pension company has.

Complete re-enrolment every three years

Every three years you are required to assess all your employees and re-enrol them even if they have opted out which can be time consuming and bothersome. This is why we'll take care of the process so you don't have to.

Submit declaration of compliance to the Pensions Regulator

Once you have assessed and enrolled your workforce, you need to liaise with the Pension Regulator and file a declaration of compliance.

“

Excellent services. Brilliant guys and great professionals! Highly recommended!!!

--Ilias, Plumbing firm

“A successful man is one who can lay a firm foundation with the bricks that other throw at him.”

-- David Brinkley

GDPR Compliance

GDPR

Whilst not specifically targeted at payroll processing, as it involves the handling personal information, you need to be compliant with GDPR. Whether this is sending out payslips or exchanging payroll information, you need to make sure you are taking the necessary steps required by GDPR law.

Secure PDF reports delivery via email

All of our reports are delivered in password protected PDF format, this is to ensure the data remains confidential.

Secure document exchange using a portal

Where email addresses are shared or can be accessed by others, a secure document exchange portal will be used to transfer sensitive payroll information.

Dedicated payroll portal

You also have the option of delivering your payroll information to your employees through your own custom payroll portal where employees can login to a web interface or conveniently use an app on their phone.

Secure storage of payroll information

Your data will be securely stored at all times, protected by a distributed architecture, sophisticated firewalls and remote cloud storage

Custom Payroll

Now that you've seen the limitations of a standard payroll we can introduce you to an easier option that will be catered to your needs. Our custom payroll option allows you to pick and choose additional services that will deliver exactly what you require.

Branded payslips featuring your logo

Make your payslips personal and professional with your company logo printed on them.

Delivery of payroll reports to your office

Your payroll reports can be delivered as a hard copy directly to your office via post

Delivery of payslips to employees via post

This allows you to get your employees' payslips delivered directly to their home address as a hard copy, again via post.

Customised payslips deductions and addition

Customise your payslips to reflect how you work and pay your employees..

“

Highly recommended. Striaight talking, informative and a down to earth guy.

He goes beyond the figures and really helps with my business.

-- Harry

“A business has to be involving, it has to be fun, and it has to exercise your creative instincts.”

-- Richard Branson

Departmental analysis reports

This is useful for a larger companies who need to be able to departmentalise their employment costs.

Company car change notification through form P46

When company cars change we'll inform HMRC for you with a P46 form.

Recording and reporting of benefits

We'll let the HMRC and your employees know about any benefits with P11D and P11D(d) forms so you don't have to.

Excel summary and detailed reports

Summary reports provided in Excel format to allow for easy data manipulation.

Wages journal for processing in accounting systems

Take the effort out of posting into your accounting system with easy-to-process wage journals.

Advice of company cars verses cash options

Giving an employee a company car is not always tax efficient for you or your employee so we'll explore a number of possibilities with you to save your money and time.

Establishment of a PAYE scheme

If you are a new employer we'll walk you through setting up a PAYE scheme and take the stress out of the entire process.

Establishment of a pension scheme of your choice

A requirement of workplace pensions is that you have a pension scheme in place. We'll get you through this process quickly and efficiently.

Establishment of DPNI scheme for overseas companies

Are you an overseas company looking to employ in the UK without a permanent base? A DPNI scheme could be just what you need.

Payment of employees via accredited BACS Bureau

If you do not want to pay employees through your normal payment methods, you can take advantage of an approved BACS service that we will upload the payments onto.

Security payslips

If you want a payslip with an extra layer of protection which will tell you if payslips have been tampered with or not, security payslips are perfect for you.

Benefit solutions for Directors and employees

Create an environment to recruit and retain the right key personnel by using reliefs and exemptions to create tax efficient benefits for Directors and employees, including:

- Childcare vouchers or Workplace Nudery Benefit
- Cycle to work schemes
- Critical illness insurance
- Income protection
- Private medical insurance
- Life insurance
- Pension review and planning

Case Study

Pipe Down Plumbing

Together We Count were doing the bookkeeping for Pipe Down Plumbing and noticed that their profits were decreasing. After looking into the reason, Together We Count established that a member of the office team had gone off on maternity leave and the company were still paying her a full salary. In addition to that, the company had to hire temporary staff from an agency to do the office work that was previously being done by the absent team member.

The client's costs for this one individual had doubled, hence why the profits were decreasing.

As a result of Together We Count establishing this, it was explained to the client that they can claim Statutory Maternity Pay (SMP) from the government to pay the wages of the absent staff member. At the time Together We Count weren't doing the company's payroll because they thought it was easy enough to do themselves.

Why pay someone to do it when you can do it yourself? TWC quickly took on the payroll and resubmitted all recent, incorrectly submitted payroll submissions to HMRC, to claim back the SMP from the government. The SMP spanned over two tax years 18/19 and 19/20. Pipe Down Plumbing were able to get the rebate of SMP from 18/19 paid directly into their bank account.

There was further money owed to them too, to the value of £2892.07

for the current tax year 19/20. This couldn't be paid directly into their account, as at the time of writing this, it related to the current tax year, so instead this was used to reduce the PAYE and NI liabilities for the current tax year.

"I am extremely pleased that Aaron and the team at Together We Count helped me get this money back from the government. My business was struggling because of it. I'll always get an expert to do the payroll from now on. This is not something that any Tom, Dick or Harry can do. It is complicated and requires a fully qualified and competent firm to do this which I was naive about to start with. Going forward I'm never going to touch payroll again! I didn't realise I was entitled to thousands of pounds. I will always get Together We Count to do my payroll because I don't want to make incorrect submissions again which can cost me thousands of pounds. I can't thank Together We Count enough for everything you've done, the knowledge that you've shared and for saving my business! Highly recommended!!"

★ This case study is based on a real plumbing and heating business, but the name has been changed as they wish to remain anonymous.



“

We would recommend Together We Count to any company looking for an experienced accounting service.

-- Ornela, Restaurant Owner

"The way to get started is to quit talking and begin doing."

-- Walt Disney



How we go beyond compliance

Your financial welfare can be split into the following categories:

Business

Compliance

- Tax returns
- VAT returns
- CIS returns
- Company secretarial
- Year-end accounts

Running your business

- Management accounts
- Payroll
- Auto-enrolment
- Bookkeeping
- Budgets
- Hr & Employment Law
- Training
- Credit control
- Board meetings
- Finance director
- Company formations

Grow

- Business plans
- Cash flow forecasts
- Company valuation
- Profitability analysis
- Securing finance
- Acquisitions
- Sales training
- Business advisory
- Business coaching
- Price consulting

Save

- Tax planning
- Banking
- Business cost reduction

Individual

What if's

- Business insurances
- Revenue investigations
- Other business
- Investigations e.g. Fraud

Personal

- Pensions
- Savings/investments
- Wills/inheritance
- Protection
- Mortgages
- Income planning
- Personal tax planning
- Separation/divorce
- Annual reviews
- Family agreements
- Wealth management
- Wealth preservation
- Personal insurances
- Power of attorney
- Executor/trustee
- Capital gains tax
- Legal services
- Client account banking

Other

- Exit strategy
- Shareholders agreements
- References
- Business systems
- Liquidations
- Company reorganisations
- Mediator





Together We Count

You Count, I Count, We Count

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 **ProActivTax**



fsb^{cs}
MEMBER

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Brighton and
Sheffield.

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Together We Count aim to ensure you:

- Achieve more profits
- Pay less tax
- Have reduced costs
- Have more cash
- Have less stress
- Are prone to less risk
- Save more time
- Increase your wealth
- Have a better lifestyle
- Have greater security