

# Outsourcing

## Payroll



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### The issue

With an ever increasing regulatory burden involved in administering your payroll the process is becoming a more and more specialist activity. We offer a full compliance service that will allow you to keep up with the latest statutory requirements while helping you keep control over your costs.

### The solution

Administered by a dedicated team Chantrey Vellacott DFK provides a comprehensive end to end payroll service through a specialist payroll department that is a registered BACS bureau. By utilising a combination of experienced managers based in the UK and a dedicated, fully trained team of offshore administrators our service offers excellence, personal service and cost effectiveness.

### How it works

Our payroll team use state of the art software which is upgraded regularly to meet the latest statutory requirements and the high standards expected of us by our clients and their employees.

Our service is very flexible. We are pleased to work with you to meet your specific requirements.

Working to an agreed timetable our service covers all aspects of payroll compliance including:

- processing timesheets, calculations of bonuses, overtime and commissions
- PAYE, National Insurance deductions and net pay calculations
- provide you with payslips in duplicate and a full payroll printout
- electronic payslips
- pay employees through BACS transfer or other means as agreed
- ensure that appropriate deductions are made and transferred to a pension scheme if required
- calculation of statutory sick pay and statutory maternity pay
- administration of starters and leavers - P45s and P46s
- year-end returns, including P35s, P14s and P60s

- construction industry scheme
- tronc scheme operation
- hosting and management of PAYE and NI inspections.
- access to our team of tax experts in the event that specialist advice is required.

All our services come with unlimited telephone support.

Additionally, should you request it we will assist in the preparation and submission of end of year P11D forms. We can also apply for and renew dispensations on your behalf.

We recognise that the need for confidentiality is paramount and all records are retained securely with access restricted to authorised personnel only. To ensure a continuous service all data is backed up at least once each day.

Whether large or small, the transition of current payroll arrangements to Chantrey Vellacott DFK is made easy for you as we use tried and tested procedures to ensure that the change is made seamless for you and your employees.

### The benefits

We ensure that you fulfil your obligations in a timely fashion to meet the latest regulatory requirements whilst at the same time providing:

- cost efficiency
- scalability
- continuity of service to ensure all deadlines are met regardless of staff absence or shortage
- no requirement to recruit or train specialist staff
- key staff in the organisation can be used more effectively
- ability to concentrate on core areas whilst still providing the complete service expected by your staff
- no need to pay for, support or provide training on expensive specialist software
- satisfaction that the service is delivered by specialists and that it will meet your own high standards.

For further information on our outsourcing services please go to:  
[www.cvsdfk.com/services/outsourcing](http://www.cvsdfk.com/services/outsourcing)

“Payroll compliance is an administrative burden and a cost.

We can help you keep both to a minimum”



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[www.cvsdfk.com](http://www.cvsdfk.com)

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