

# Barrie Bookkeeping & Payroll Solutions Ltd



Suite 1  
Airlie House  
Pentland Park  
Glenrothes  
KY6 2AG

## Service Level 1 – Invoices - £20 per month

[www.barriebookkeeping.co.uk](http://www.barriebookkeeping.co.uk)

- BBPS will ensure that the client's Care Agency invoices are managed and paid for, in a timely manner.
- Fully Managed by BBPS.

## Service Level 2 – Payroll - £20.00 per month

- The lowest level of payroll support, giving the client full control of their budget with minimal support.
- BBPS will make all the calculations and send all the payroll documents.
- It is the client's responsibility to pay the wage to the PA and all liabilities to HMRC.

## Service Level 3 – Payroll - £20 per month

- This level of support is a split service where BBPS will process payroll like Service Level 2, however BBPS will pay HMRC on behalf of the client.
- BBPS will make all the calculations and send all the payroll documents.
- It is the client's responsibility to pay the wage to the PA.

## Service Level 4 – Payroll - £20 per month (plus BACS fee £1.10 4 weekly)

- This level of support is where BBPS will process payroll like Service Level 3, however BBPS will collect funds from client and will pay the client's PA, NEST & HMRC liabilities.
- This has an additional charge of £1.10 every 4 weeks for the BACS fee.
- The client is still in control of their funds.

## Service Level 5 – Fully Managed Payroll - £32.50 per month plus \* (see notes)

- This level is our highest level of support, giving the clients access to our full employment support services.
- BBPS will process payroll like Service Level 4 paying the client's PA, NEST & HMRC liabilities.
- Included is complete budget management by ourselves, along with assistance with vacancy advertising.
- BBPS are in full control of the funds.

\* There are 2 Initial One-Off Payments of £99 (first year insurance) and £120 (pension setup) with the first DP payment.

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