

AEL Markhams introduces

# Your payroll solution

Chartered accountants and business advisors

**A+E+L**  
MARKHAMS

BUSINESS ADVISORS  
CHARTERED ACCOUNTANTS  
TAX CONSULTANTS

# Payroll is constantly changing...

... and can become a potential headache.

From Workplace Pension to Real Time Reporting. National Minimum Wage to the Working Time Regulations. All these and more have added to the already daunting gamut of knowledge required to process a compliant payroll.

The penalties for falling short of any one of a number of legislative obligations can be extremely disruptive to your business. Whether it be not paying the correct hourly rate, not auto enrolling your staff correctly, or even miscalculating staff holiday pay. These are just a few areas where transgressions have caused some serious damage to businesses, not only to their reputation, but to the bottom line as well.

But don't worry! AEL Markhams can help you avoid these nightmares, whilst ensuring your payroll remains compliant.

## Key benefits

- + **Leaving AEL to deal with your payroll takes away the hassle** and frees up your time to focus on running your business.
- + **You can sleep well at night** knowing you are complying with the latest payroll legislation.
- + **You will know your payroll is processed accurately** and on time.
- + **Professional payroll advice** is just a phone call away.
- + **Less stress** as we take care of the complicated stuff.
- + **Enhanced data confidentiality.**
- + **Improved record retention** for PAYE inspection purposes.
- + **No need to pay for expensive internal payroll software** and associated support.
- + **Real time information** to support business decisions.
- + **Turn around based on an agreed payroll timetable** and subject to provision of full payroll information.

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# How much will it cost?

Payroll and pension processing fees are based on the number of employees and frequency of pay. Fixed fees are applied to other specialised, one off and bespoke tasks



	What we do for you
Collate your payroll data	✓
Provision of HMRC New Starter checklists	✓
Process your payroll	✓
Process any starters and leavers & prepare P45's	✓
Record and calculate statutory payments: maternity, paternity, SSP.	✓
Ensure compliance with the latest payroll legislation	✓
Provision of detailed electronic payslips	✓
Calculate payments due to HMRC in line with current legislation	✓
NIC eligibility analysis	✓
Submit Real Time information to HM Revenue and Customs	✓
Ensure compliance with 2019 Employment allowance rules	✓
Provide year-end P60s for each employee	✓
Provide payroll reports electronically	✓
Departmental analysis and reporting	✓

	What we do for you
Provide details for you to complete payment to other bodies	✓
Input BACS payments from your net pay files	✓
Input BACS payments from your PAYE files	✓
Completion of forms P11D and P11D(b) and calculating the Class 1A.	✓
Planning and compliance review of benefits and expenses.	✓
Advice and annual calculation of PAYE Settlement Agreements	✓
Variable & Non-variable payroll deductions	✓
Advice & support for all payroll related matters	✓
Holiday entitlement advice and holiday pay calculations	✓
Advise on revised IR35 off payroll working rules	✓
Advise and calculate termination & redundancy payments	✓
Create bespoke payroll analysis reports.	✓
Advice and support for new OpRA arrangements	✓
GDPR compliant	✓

	What we do for you
<b>AEL auto enrolment support</b>	
Assess the workforce every pay period and monitoring changes	✓
Process opt-ins and opt-outs	✓
On-going employee 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 deferment planning	✓
Send enrolment and contributions to pension provider	✓
Maintain records	✓
Re-enrol eligible workers	✓
Complete the declaration of compliance	✓
Prepare scheme certification where necessary	✓

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# How you benefit from using our payroll service

## Compliance

The amount of legislation covering every aspect of payroll is truly amazing. Here at AEL, it's all in a day's work. Sit back and relax, knowing we've got the important stuff covered.

## Collaboration

AEL want your payroll to work for you. But we don't just simply want to churn out your payroll month after month, not knowing whether you're still happy with the service we're providing.

Requirements can change, the latest legislation can affect the way we do things. What would you like us to do differently? How can we adapt to your needs? What could be done better and more efficiently, saving you more time and money?

## Connectivity

In our digital age, AEL are keen to stay relevant when it comes to using new technology. We encourage you to receive all of your reports, payslips, P60's and P45's in electronic format to your own secure portal. This is the best way to ensure compliance with GDPR too.

Of course, we realise not everyone is comfortable or familiar with these new ways, so we will be happy to discuss alternative secure arrangements.

## Communication

At AEL, we realise that good communication is the key to helping our clients achieve their goals. You can be assured that where any changes in legislation may affect your payroll, staff, and ultimately your costs, we'll let you know. We'll present you with the facts without the technical jargon.

We'll also advise you of your obligations as an employer, and tell you at the end of every pay period what you need to set aside to make payment to HMRC, as well as your company pension provider.

## Cost

AEL offer you a payroll service that you'd be happy to recommend to other businesses. But we also realise cost is an important consideration too. We think our 'product' is competitively priced. After all, what would be the point of saving you time and money, only to take it all back in fees?

AEL fees are primarily based on headcount. No complicated deals, 'special' offers or nasty surprises later on. We'll be upfront with our estimates and quotes, and let you decide.



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# Did you know?

One of the most significant changes to affect business owners and employers since auto enrolment, will be coming into effect from April 2020.

Off-payroll working and IR35 rules have been around since 1999, but April 2020 will see a lot of private sector 'engagers' having to absorb any self-employed contractors into their own payrolls, either as payrolled contractors, or employed staff.

This won't just affect contractors specialising in IT services for example, but any individual offering a paid service, and where they work under the services of their own company.

Ultimately however, it will be the business or engager's responsibility to ensure that they themselves are compliant, by assessing their contractors appropriately within the new framework.

Fortunately, there are caveats; not all businesses engaging contractors will be affected. The compliance threshold will be based on turnover or balance sheet value, and average headcount. In other words, if you're a small business, then the new off payroll working rules may not apply. For now...

# TESTIMONIALS

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We approached AEL to take over the management of our company accounts which they did fantastically as they really understood the creative industry that is hard to find in a firm of accountants.

Emma Taylor, Creative Advice Network



I worked with Marc and the AEL team over a number of years whilst I was finance director at Elizabeth Arden. Marc and the team were highly professional and flexible and supportive at all times. They took the time to always understand and hear the business challenges and were always on hand to offer additional support.

David Davies, Asda Walmart



Marc is an entrepreneurial accountant. Professional, unflappable and knowledgeable, one of the best in the industry, would recommend every time.

Gary Gamp, Change Agent

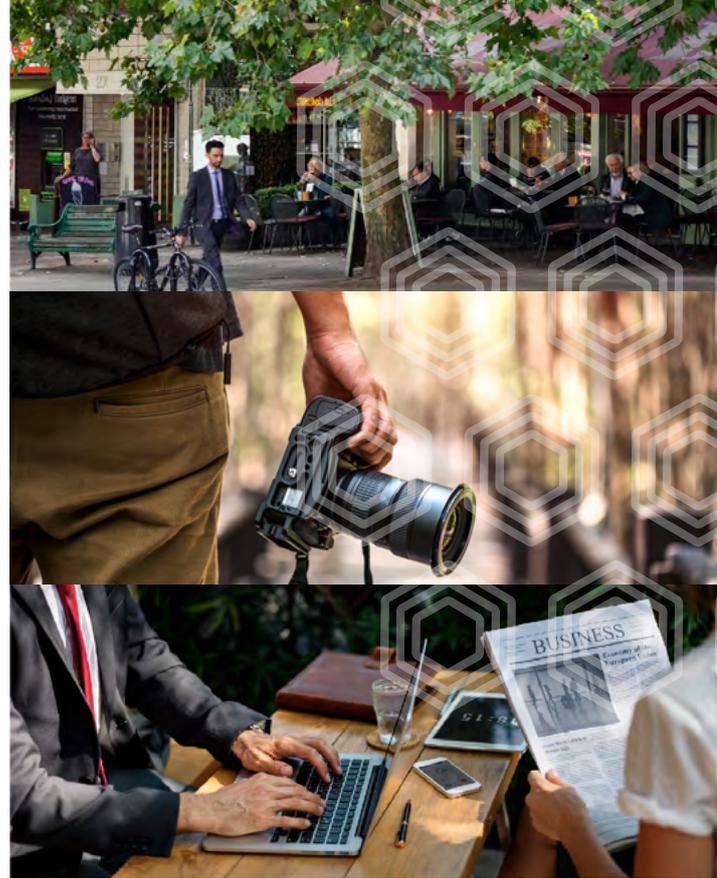


# ABOUT

We give real world advice in a way you can understand

Established in 1982, we've assisted clients and business owners across numerous sectors. Our approach is friendly and personal and we are business owners ourselves, giving us first-hand commercial experience in the areas you need. What's more, a senior accountant will always be involved in your accounts, offering peace of mind from start to finish. We support you every step of the way:

- + Just starting out
- + Getting established
- + In the growth curve
- + Achieve your goals



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**ICAEW**  
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ACCOUNTANTS



## CONTACT US

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Got a question?

Contact us at [info@aelmarkhams.co.uk](mailto:info@aelmarkhams.co.uk)  
to see how we can help your business