



Advisory guide  
Payroll services  
for Schools

# Introducing our expertise

## Payroll services for Schools

### 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 and independent schools. 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 2018 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:

- Online employee payslip delivery through PayDashboard ([www.paydashboard.com](http://www.paydashboard.com));
- 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;
- 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, to obtain the standing set up data we require. If the payroll is processed in-house we will work with the school's team to obtain the 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 an Excel based template for you to complete with the changes that are required to be processed each pay period. Given GDPR legislation these templates, once completed, are sent to us via our portal to ensure the security of the data. 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.

Where the payroll is currently outsourced 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 and we will complete the annual return to the LGPS.

## Auto Enrolment

Following on from the Teachers and Local Government pension scheme administration required, we can also undertake a full Auto Enrolment administration service, including assessment, on-going compliance and employee letter administration. For independent schools, this includes the associated administration required around the pension scheme in place fore non-teaching staff.

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## Key contacts

To find out how we can assist you with your payroll service needs, please contact a member of our team:



Will Hanbury  
Partner and Head of  
Payroll Services

T: 01803 291100  
E: whanbury@bishopfleming.co.uk



Lee Hellingsworth  
Senior Payroll Services  
Manager

T: 01803 291100  
E: lhellingsworth@bishopfleming.co.uk



Katie Holmes-Dennis  
Payroll Services Manager

T: 01225 486300  
E: kholmes-dennis@bishopfleming.co.uk



To find out how we can help you or your business, contact us:

**T: 03333 21 9000**

**E: [payroll@bishopfleming.co.uk](mailto:payroll@bishopfleming.co.uk)**

**W: [bishopfleming.co.uk](http://bishopfleming.co.uk)**



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Bishop Fleming Payroll Services Limited is a limited company registered in England and Wales No. 07604987.

Registered office: Stratus House, Emperor Way, Exeter Business Park, Exeter, Devon EX1 3QS.

A list of directors names is available at the above office address.