

Payroll Services Overview

The Leeds Diocesan Board of Finance offers a basic payroll service to parishes. We calculate the payroll figures and deal with much of the administration, but we are not involved in making any cash payments, whether net pay due to employees, sums due to HMRC or payments to any other third party. This is a chargeable service, with the level of fees based upon the number of monthly employees.

Given the gross payments due, we calculate the net payments due to employees and the amounts due to HMRC for pay as you earn tax and national insurance contributions, as well as any other third party deductions.

We supply each parish with payslips that they can give to their employees (or we can e-mail the employees directly).

We will fulfil the Real Time Information monthly reporting requirements for HMRC.

We do not offer to liaise with any pension organisation on behalf of the parish. An administrator within the parish would need to do this. We can include employee contributions within the deductions on the payroll, dependent upon instructions.

We have a general Service Level Agreement that we require the parish to enter into as this lays out the terms between the PCC and the DBF. This would need to go to the PCC for agreement.

We require a New Employer Enquiry form to be completed. Please note that the registration of the parish as the employer with HMRC requires a member the PCC being willing to supply their national insurance number for verification.

A general monthly information flow is;

- i) PCC - we will ask you to confirm whether or not there are any changes to the gross pay due to the employees (where salaried), or total gross pay due to those paid on an hourly basis.
- ii) Diocese - We will then calculate the payroll figures and inform you of the amounts due to the employees, as well as any amounts due to third parties – particularly HMRC for PAYE tax and national insurance.
- iii) Diocese – We will supply you with payslips
- iv) PCC - The PCC will make payments to the employees to the value of the net pay.
- v) PCC - The PCC will make a payment to HMRC for the value of any tax and national insurance contributions due.
- vi) PCC – The PCC will make any other payments due to third parties.
- vii) Diocese – We will submit the Real Time Information submission to HMRC via the government gateway.

Pension Contributions

The PCC will be responsible for establishing any required workplace pension scheme and for any administration, correspondence and payment of contributions to any pension provider.

If there are any employee contributions due, then we will need the PCC to inform us of the level of contributions to deduct from the payroll and whether or not these are to be calculated before or after taxable pay is calculated. (This will be determined by the nature of the pension scheme).