

GCVS Personal Care Administration Service Charges 2014/2015

Payroll Service Charges - For clients employing Personal Assistants

Initial start-up fee: £10 per employee (min £30 per new payroll)

Quarterly Payroll Charge per payroll operated: £45.00

Payslip charge per employee per pay run: £4.20

*Extra Pay Run Charge: £30.00

*this will only be applied if extra pay runs are requested

Agency Care Bookkeeping Service Charges - For clients employing Care Agencies

Quarterly Account Charge: £58.00

Invoice processing fee per invoice: £2.70



WORKING
FOR THE
VOLUNTARY
SECTOR

Charges Breakdown

Options	Quarterly Charge	Annual Cost	Weekly Cost
<u>Payroll Service</u> *based on 1 employee **Frequency - 4 weekly ***does not include start up fee £30	£45	£234.60	£4.51
<u>Agency Care Bookkeeping Service</u> *based on 13 invoices per year	£58	£267.10	£5.14
<u>Joint Package - Payroll & Bookkeeping</u> *For clients wishing to use both services **based on 13 invoices per year & 1 employee paid on a 4-weekly basis	£82	£417.70	£8.03



Registered Office: 11 Queens Crescent, Glasgow G4 9AS
 A Charity Registered in Scotland Ref. No. SC 006923
 GCVS is a Company Limited by Guarantee, Registered in Scotland No. 97679
 VAT No 859459659