Beams Payroll Services Ltd

Wholly owned by Beams
Supporting disabled children & families

Information Booklet – 2025/26

Please note that documents to register for our services are available in our ***Registration Booklet***

Beams Payroll Services Ltd,

Allsworth Court, 40 St David's Road, Hextable, Kent, BR8 7RJ

Email: payroll@wearebeams.org.uk

Telephone: 01322 610840

www.wearebeams.org.uk

RCN: 1054129

COMPANY NUMBER: 15363977

VAT REGISTRATION NUMBER 460971086

This booklet has been produced to give you information about what to expect when using our Payroll or Managed Account Services.

We detail your responsibilities, as the employer, and what we will do for you as well as including some guidance about the documents you will receive.

A registration pack is provided separately, containing documents that you would need to complete and return to us, in order to start using our services.

CONTENTS:

WHO WE ARE

We are Beams is a local charity, established in 1996 by a group of parents, providing support services to disabled children, young people and their families in Kent. Our services are divided into five key areas: Short Break Service for Disabled Children, Family Advice Service, Dragon's Retreat Short Break Unit, Supporting Independence and Payroll Services.

In any one week we support at least 350 children, young people and families. The children and young people who access our services will typically have one or multiple challenges; learning disabilities, complex health needs, physical or sensory impairment, behaviour that challenges, Autism or severe ADHD.

In 2013 We are Beams launched a Payroll Service, initially for parents of disabled children and young people who have been awarded a Direct Payment by Kent County Council or the NHS. We wanted to go the extra mile for the parents who needed it locally and so committed to delivering a bespoke service with dedicated support in an effort to alleviate some of the stress of being an employer. In recent years we have expanded our supportive model, adding delivery of Payroll for small business and Charities.

Each year we need to raise almost £2 million in order to continue offering our vital services to the children and families that need them. Beams Payroll Services Ltd is wholly owned by We Are Beams so that all profits from the business can support our work for the benefit of local communities. This is best described as 'Social Value', meaning you can support us to support others by simply using our Payroll Services.

WHAT YOU MUST DO AS AN EMPLOYER

- Advise us of each person that you employ to work for you and tell us when they leave your employment, without delay.

- Provide us with a New Starter Form, Employee Starter Form (P46) and, if applicable a P45 for each new employee.

- Notify us of each employee's hours by e-mail or telephone.

- Report your employees' payroll information to Beams Payroll Services Ltd in good time to meet your four weekly or monthly RTI submission deadline. If there are zero hours to report please advise us.

- It is possible to make written arrangements with Beams Payroll Services Ltd in advance of any significant period when you will not need to pay any employee hours and additional payments.

- Provide us with any additional information relating to your employee's pay ahead of the payroll processing deadline i.e. change of hourly rate, sickness leave, maternity leave, paternity leave, adoption leave, holiday fund requests, additional pay, or any changes to contact details.

- Issue each employee with the pay slip we provide for you and pay them the NET amount on the pay slip, on or before their pay date.

- Pay your Tax and National Insurance liability to Her Majesties Revenue and Custom (HMRC), on time or before the deadline to avoid a penalty imposed by HMRC.

- Communicate any queries you have with us promptly.

- Keep all information relating to your payroll records safely and in a secure location for the current and previous three tax years, as required by HMRC.

WHAT BEAMS PAYROLL SERVICES Ltd WILL DO FOR YOU

- Register you as an employer with HMRC if required.
- Correspond with HMRC on your behalf.
- Calculate each employee's wages based on the hours you have submitted.
- Calculate Tax, National Insurance and other statutory payments and deductions.
- Submit a Real Time Information (RTI) submission to HMRC (for reporting your payroll information) every four weeks/month, based solely on the information you provide Beams Payroll Services Ltd.
- Provide you with a pay slip for each employee when hours are reported.
- Provide you with payroll reports for your records.
- Provide you with your Tax and National Insurance liability calculation and deadline for payment.
- Send an end of year submission to HMRC and provide you with end of year statements for each employee.

CHARGES

We will invoice you quarterly. We will not charge you if there are zero hours to pay and there are no additional payments to make.

From 1st April 2025, our charges for Direct Payment clients will be:

RTI / Yearly Fee	£115.50
Payroll charge (up to 5 employees)	£11.10 per payroll
Additional employee per employee per payroll run	£2.65

For 'Invoice only' clients receiving an Education, Health or Social Care budget:

0-29 Invoices per annum	£171.00 per year
30-99 Invoices per annum	£208.00 per year
100+ Invoices per annum	£265.00 per year

For Charity or Small Business clients we recommend contacting us for an estimate relevant to your unique circumstances. However, a guidance to pricing (+ VAT) is:

RTI / Set Up, then Yearly Fee	£150.00
Monthly Payroll charge (up to 10 employees)	£55.00
Monthly Payroll charge (up to 20 employees)	£95.00
Monthly Payroll charge (up to 30 employees)	£130.00
Monthly Payroll charge (up to 40 employees)	£160.00
Monthly Payroll charge (up to 50 employees)	£185.00

THE PAYROLL PROCESS

Ensure you have supplied an EMPLOYEE STARTER FORM for each employee and send it to Beams Payroll Services Ltd

↓

Submit hours for each employee, even if they have not worked and a zero return is needed. Report this information to Beams Payroll Services Ltd via email or telephone, in time for your payroll schedule date (your schedule should arrive the week before your first payroll is due)

↓

Beams Payroll Services Ltd will process your payroll using the information you send us, and will report to HMRC on your behalf. Afterwards; PAY SLIPS, HMRC PAYMENT SUMMARY (Employers payslip report) and an RTI RECEIPT will be sent to you. You can then pay your employee the NET AMOUNT by bank transfer on their payday.

↓

You should pay the Tax and National Insurance payment to HMRC, as instructed on your EMPLOYERS PAYSLIP REPORT before the deadline, by your preferred method.

↓

Please pay your Beams Payroll Services Ltd Invoice via bank payment and include the reference on it, so we can apply it to your Payroll account.

↓

Keep your REPORTS and paid INVOICES safe with your Employer records.

↓

Remember to follow the process above to record and report hours, according to your pay schedule, even if you need to inform Beams Payroll Services Ltd of ZERO hours as it is required by HMRC that they are notified no pay is due.

WHAT WE WILL SEND YOU

Each time we run a payroll for you, you will receive the following documents:

- **Employee's pay slip** – This must be handed to the employee

These three documents must be kept to show for Social Care, Education or Health financial monitoring, if relevant, or will inform you as a Charity or Small Business of what amounts were due for your accounts to be audited:

- **Employer's Summary including Holiday Fund**
- **RTI Full Payment Submission** – This is a copy of what has been sent to HMRC
- **Employer's payslip** – This shows you how much to pay to HMRC

Here are some samples of these documents, and what you need to do with them:

Employee Pay Slip example

Employee's Name

Pay Period	**Pd5**
Pay Date	**01-Aug-2025**
Pay Type	**4-Weekly**
Tax Code	**BR**
NI Number	**AA 11 11 11 AA**
NI Table Letter	**A**

Payments

Description	Hours	Rate	Amount
Social Hours	48.00	12.21	586.08
Total Hourly Pay			586.08
Total Payments			**586.08**

Deductions

Income Tax	117.20
National Insurance	0.00
Total Deductions	**117.20**

Sample Employee
1 A Street
A Town
County
PO1 8OX

Year to Date

Taxable Gross Pay	187.00
Income Tax	32.50
Employee NIC	0.00
Employer NIC	0.00
Holiday Fund Balance	22.57

Net Pay	**468.88**

Prepared by Beams Payroll Service

Each time your employees' wages are processed you will be sent a pay slip like this so that you can pay them their wages. **Remember to pay your employee the amount in the NET PAY box regardless of any other information on the pay slip.**

Sample Employer's Summary

Week 17 (paid Friday 01-Aug-2025)

All Employees, Layout: Holiday Fund

Employee	Holiday Fund Contribution	Holiday Pay	Holiday Fund Balance
Employee name	70.74		349.24
Total	**70.74**	**0.00**	**349.24**

Employer Totals:

	Current Week	PAYE Month
Total Net Pay	**468.88**	**468.88**
TAX		
PAYE Tax	117.20	117.20
Total Tax Due	**117.20**	**117.20**
NIC:		
Employer NIC	30.16	30.16
NIC Employment Allowance		-30.16
Total Tax & NIC due	**147.36**	**117.20**
HMRC ACCOUNT:		
Tax & NIC due for July-2025		117.20
Payment for Jul-2025		**117.20**
Balance carried forward to Aug-2025		0.00
OTHER PAYMENTS:		
TOTAL NET OUTLAY	**616.24**	**586.08**

You will receive an EMPLOYER'S SUMMARY with your pay slips. This includes a breakdown of your employee's pay. Keep this safe, with your records.

The 'Employer Totals' section contains a summary of net pay and HMRC amounts for reference.

For employee's that accrue paid leave based on hours worked, the holiday pay available for your employee is shown in the box 'Holiday Fund Balance'.

Sample RTI Full Payment Submission (FPS)

Week 17 (paid Friday 01-Aug-2025)

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
Employee name	586.08	117.20		468.88	30.16
Total	**586.08**	**117.20**	**0.00**	**468.88**	**30.16**

Employer Totals:

	Current Week	PAYE Month
Total Net Pay	**468.88**	**468.88**
TAX		
PAYE Tax	117.20	117.20
Total Tax Due	**117.20**	**117.20**
NIC:		
Employer NIC	30.16	30.16
NIC Employment Allowance		**-30.16
Total Tax & NIC due	**147.36**	**117.20**
HMRC ACCOUNT:		
Tax & NIC due for July-2025		117.20
Payment for Jul-2025		**117.20**
Balance carried forward to Aug-2025		0.00
OTHER PAYMENTS:		
TOTAL NET OUTLAY	**616.24**	**586.08**

**NIC Employment Allowance is a Tax relief, which we will automatically claim on your behalf, and will show as a credit until you have used all of the allocated allowance.

The RTI FULL PAYMENT SUBMISSION details a breakdown for the pay period of Tax, Employee National Insurance, Net Pay and Employer National Insurance contributions. You should keep this for your records.

Note: If your employee has pension contributions, the total figure due will also be shown on this report.

Sample Employer's payslip

Employer's payslip for Jul-2025

HMRC account	
Balance owed from Jun-2025	0.00
Tax & NIC due for Jul-2025	117.20
Payment for Jul-2025	**117.20**
Balance carried forward to Aug-2025	0.00

Payment Details	
Amount	117.20
Reference	
Sort code	00-00-00
Account no.	12345678
To reach HMRC by	22-Aug-2025

Each time your payroll is processed we will send you a report called EMPLOYER'S PAYSLIP, like the above, to keep safe with your records. **The amount box shows how much tax and national insurance is owed to HMRC each time your payroll is run and the date your payment must reach HMRC is also shown.**

If the Tax and NI due amount is 0.00 you do not need to do anything.

For **all** methods, when you need to make a payment, use your personal 13 character Accounts Office reference.

It is important that you make one payment to the HMRC account number and sort code on your employer's payslip report, when we send you the report.

You can choose how you pay the full amount to HMRC:

- Pay HMRC directly by making an on-line account transfer or through telephone banking. This is the fastest option.

- Send a cheque in the post. In an envelope, provided with your Employer's pay slip, write and send a cheque payable to 'HM Revenues and Customs Only'. On the back of your cheque include your 13 character Accounts Office reference and the year and period reference for that payment.

- At your bank (if it offers the service). Take the Employer's pay slip and cheque to your bank. The cheque must be made payable 'HM Revenues and Customs Only'. On the back of your cheque include your 13 character Accounts Office reference and the year and period reference for that payment.

Additional Services

MANAGED ACCOUNT SERVICE

We are able to offer a fully Managed Account service. This means that Beams Payroll Services Ltd will make all payments on your behalf; Employee wages, HMRC PAYE, National Insurance and Pension Contributions. We can also pay Invoices or expenses on your behalf.

The budget allocated to you, or your self-funding money, can be held and managed by Beams Payroll Services Ltd taking away the worry and responsibility of making payments.

You simply send us the hours for wages that you want to be paid, as you would for a standard Payroll. Expense claims and Invoices need to be checked by you, before you then send these to us. We can then take care of settling payments for you, removing the stress of managing these demands.

For Direct Payment or Personal Budget users this service must be authorised by your Social Worker or Case Manager.

The charge for a Managed Account starts at £12.60 for any month containing a transaction, standard Payroll charges will apply in addition if you are also using this service.

We will provide an exact price for a Managed Account, relevant to your unique circumstances.

AUTO ENROLMENT PENSIONS

Under the Pensions Act 2008, every employer in the UK must put certain staff into a pension scheme and contribute towards it. This is called ‘automatic enrolment’. If you employ at least one person you are an employer and you have certain legal duties.

Beams Payroll Services Ltd are able to manage this process on your behalf from initial assessment to completing the Certificate of Compliance.

We currently use the NEST Pension Scheme, setup by the Government, to provide a straightforward and simple method for employees to save towards their pensions.

For Charity or Small Business employers we are able to support your existing workplace pension schemes.