

Beams Payroll Services Ltd



Information Booklet – 2026/27

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

We Are Beams RCN: 1054129

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Beams Payroll Services Ltd Company No: 15363977

Beams Payroll Services Ltd VAT Registration No: 460971086

This information booklet is available to help you understand what to expect when using our Payroll or Managed Account Services. We detail your responsibilities if you will be an employer, what we will do for you and have included some guidance about the documents you will receive.

A registration pack is available separately, containing documents that you would need to complete and return to us, in order to start using our services. Usually we will only send you the documents you need to complete, to simplify the registration for your unique circumstances.

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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 an Employee Starter Form (P46) or, if applicable a P45 for each new employee

Notify us of each employee's hours by e-mail or telephone, when they are due to be paid

Report your employee's 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 agreements 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 additional information relating to your employee's pay ahead of the processing deadline i.e. change of hourly rate, sickness, maternity, paternity or adoption leave, holiday fund requests, additional pay, or 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 His Majesties Revenue and Custom (HMRC), on time or before the deadline to avoid a penalty imposed by HMRC

Communicate any queries with us promptly

Keep all information relating to your payroll records safely and in a secure location for the current and previous three years tax, 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) to HMRC 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, if you do not require a Managed Account Service

If you do not require a Managed Account Service, provide you with Tax and National Insurance liability calculation and deadline for payment

Send an end of year submission to HMRC and provide you with the annual P46 for each employee

CHARGES

We will invoice you in April each year for the RTI/Yearly fee, and Payroll charges are then payable quarterly. **We will not invoice you with a Payroll charge if there are zero hours/holiday to pay.**

From 1st April 2026, our payroll charges for Direct Payment clients will be:

£126.00	RTI/Yearly Fee
£11.70	Payroll charge (up to 5 employees), per payroll
£2.70	Additional employee charge (above 5), per payroll

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

The charge for a Managed Payroll Account starts at £13.50 for any month containing a transaction, which is additional to standard Payroll charges if you have employees.


Some clients require a Managed Account for Payroll and have Invoices to submit, and for these circumstances we will review the expected demand to quote our appropriate rate.

For 'Invoice only' Managed Account clients (no payroll required) receiving an Education, Health or Social Care budget:


£210	0-29 Invoice per annum, yearly charge
£258	30-99 Invoices per annum, yearly charge
£330	100+ Invoices per annum, yearly charge

THE PAYROLL PROCESS


Ensure you have registered for Beams Payroll Services and notified us of who is working for you




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



Beams Payroll Services 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 PAYS Lip 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 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 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 next three documents must be kept by you, 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** – This is for your records
- **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 the documents and what you need to do with them:

Employee Pay Slip example

Employee's Name			
Sample Employee 1 A Street A Town County PO1 8OX	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	
	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	
	Payments		
	Description	Hours	Rate
	Social Hours	48.00	12.21
	Total Hourly Pay		586.08
	Total Payments		586.08
	Deductions		
	Income Tax		117.20
	National Insurance		0.00
	Total Deductions		117.20
	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 and pass on their pay slip to them. The pay slip is sent directly to the employee if you have a Managed Account. **Remember, if you are making the payment, to pay your employee the amount in the NET PAY box.**

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 employees 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)

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.

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

Note: If your employee has pension contributions, the total figure due of employer and employee amounts 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

Unless you have a Managed Account, each time your payroll is processed we will send you a report called EMPLOYER'S PAYSIP, 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 of making a HMRC payment, when you need to, 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, either:

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 Revenue 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 completed as detailed in the stage above.**

Additional Services

MANAGED ACCOUNT SERVICE

We offer a fully Managed Account service, meaning that we make all payments on your behalf from funds we hold for you; Employee wages, National Insurance and Pension Contributions. We can also pay Invoices

The budget allocated to you, or your self-funding money can be held and managed by us to take away the worry and responsibility of making payments

You simply send us the hours for wages to be paid and we do the rest

Expense claims and Invoices need to be checked by you before sending 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 the Managed Account service must be authorised by your Social Worker or Case Manager.

AUTO ENROLMENT PENSIONS

If you employ at least one person you are an employer and have certain legal duties. The Pensions Act 2008 requires every employer in the UK to put certain staff into a pension scheme and contribute towards it.

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

For employers we currently use the NEST Pension Scheme, setup by the UK Government, to provide a straightforward and simple method for employees to save towards their pensions

For those transferring to us, Charity or Small Business employers we are able to support your existing workplace pension schemes