



PAYROLL NEWSLETTER

NOVEMBER 2012



This newsletter has been prepared by:

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It's that time of year again when the decorations go up, the party season gets into full swing and we need to let you know the Christmas arrangements for 2012 and give you some useful pointers on payroll matters.

CHRISTMAS ARRANGEMENTS 2012

The office will close at midday on Friday 21 December and reopen



on Wednesday 2 January 2013. If we process your payroll could we ask that you submit all payroll amendments as early as possible, as Hazel and I will have fewer working days in the month to process these. If you normally pay your employees early in December please can you advise either of the team when you will need the payroll run. This is especially important if we make payments by BACS on your behalf. Please be

aware that payments due to credit by 31 December will need to be sent to the bank before the Christmas break.

If we make BACS payments on your behalf and you will be sending us two or three weeks figures together or you are paying a Christmas bonus to your staff, please ensure that your bank limit is sufficient to cover the increase in net pay.

Failure to do this could result in payments not crediting your



employee's accounts on time.

NATIONAL MINIMUM WAGE

Just a quick reminder that the rates from 1 October 2012 are:

21 and over: £6.19 per hour
18-20: £4.98 per hour (no change)
16-17: £3.68 per hour (no change)
Apprentice Rate 19 or under in first year of training: £2.65 per hour

REAL TIME INFORMATION (RTI)

Following on from our October newsletter on the subject of RTI, HMRC are expected to announce that no penalties will be issued for the first year of the scheme. It is

possible, at this stage, that "dummy" penalties will be issued to make the employer aware that they have not complied so that they can correct the issues going forward. This has yet to be confirmed by HMRC.

A recent survey of 1700 small organisations has revealed that 25% of small firms are unaware of RTI and the knock on effect it will have on their business. Of the 1700 businesses surveyed only 16% were fully aware of RTI and out of this sub section 30% had to buy new software so that they are fully compliant. If you are part of the 25% please contact our payroll team to discuss how the changes could affect the standard process of paying your employees.



As mentioned in our previous newsletters, if we run your company's payroll we will be in touch shortly to verify your employees' data.






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ADVANTAGES OF OUTSOURCING PAYROLL

If you are one of the businesses that will have to look at purchasing payroll software to be able to submit your data for RTI purposes, have you considered outsourcing the payroll function? There are significant advantages to outsourcing which include:

-  It frees up time for you to concentrate on running your business;
-  You get the benefit of a payroll specialist processing the payroll and answering queries as and when they arise;
-  You do not have to worry about covering the payroll, should the normal processor be sick or on holiday;
-  You pass the hassle of submitting weekly/monthly RTI submissions to somebody else, therefore avoiding the possibility of any penalties for late submissions from HMRC.
-  Edmund Carr is an approved BACS bureau and with the correct forms in place we have

the ability to pay your staff direct once you have authorised the payment from your bank account.

If you would like a quote for outsourcing your payroll, please contact us.

WITHDRAWAL OF STUDENT FORM P38(S)

The form traditionally completed by students to cover salaries paid during the school holidays will be scrapped from 6 April 2013. This will mean that any student that works for you will have to complete a P46 and be added to the payroll like any other employee.

If you are an employer that is taking part in the RTI pilot then the form cannot be used from the date that you join the scheme.

E-PAYSLIPS/P60'S



One of the additional features to our payroll software is the benefit of being able to offer e-paylips and P60's.

This would mean rather than you receiving hard copies of the paperwork through the post it would all be received electronically. If this is something that interests you please email Julie at the address given in this newsletter.

PAYING ONLINE

Most of our fee bankings are now made direct to our bank account. If you have not yet made arrangements to pay online and would like to do this then our bank details are as follows: Account No. 12414840 held at Natwest Bank Plc, Sort Code 60-05-13. Please quote your fee no. or reference when making a payment.

If you have any payroll queries or would like more details of our payroll/CIS service please contact me, JPerrin@EdmundCarr.com or Hazel Ray HRay@EdmundCarr.com alternatively please telephone in to speak to either of us.



AS THIS WILL BE THE LAST NEWSLETTER OF 2012, MAY WE TAKE THE OPPORTUNITY TO WISH ALL OF OUR CLIENTS A VERY HAPPY CHRISTMAS & A PROSPEROUS 2013.

Disclaimer

This newsletter is intended to give general guidance only and no liability can be accepted for any action taken based on the information given

**Edmund Carr LLP
November 2012**

If you think this information might be useful to a friend or colleague, please pass it on.

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