

Please note we are not authorised to give advice on pension selection hence why we feel it best to give you 3 options and you can make your own choices depending on your circumstances.

Whether you have an existing pension scheme or not, you absolutely must ensure that you comply with the government's pension reform regulations. Not just any old pension scheme will do... it has to follow the new rules.

Following the rules not only means that your company pension scheme has to be in line with all the regulations the government have put in place, but it also means that you have a duty to explain all changes to your staff so they are aware of the situation!

We have a host of benefits so here are just a few:

- You only pay for the service we deliver
- Peace of mind that your payroll is in expert hands
- A cost effective solution to in-house and accountancy based payroll costs
- A total payroll and Auto-enrolment partner



Business Advisors | Taxation Advisors | Accountants  
Northampton · Market Harborough · Milton Keynes

We are here to help, but most importantly to take away the stress and strain of having to do this yourself.

If this all sounds good to you, then simply email Donna Oram,

[donna.oram@elsbyandco.co.uk](mailto:donna.oram@elsbyandco.co.uk)

or call us on

**01858 451997**

or

**01604 678470**

The Arc Business Centre, Lubenham Hill,  
Market Harborough, Leicester. LE16 9SZ

Thistledown Barn, Holcot Lane,  
Sywell, Northants. NN6 0BG



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# Payroll and Auto-Enrolment Services



elsby & co  
Business Advisors | Taxation Advisors | Accountants  
Tel: 01604 678470

Remember...

*"We look forward so you  
can move forward"*

## The Elsby Way...

*“We look forward so you can move forward”*

Our work is designed to **support you** to get what you want out of your business and your life. By listening carefully and investing the time to truly **understand your needs** we go beyond crunching numbers to deliver valuable, **forward thinking advice** and **exceptional service**.

We have 3 core values which underpin everything we do; from accounts and tax returns to payroll processing and auto-enrolment.

- 1) **We take care of the essentials** which means you don't have to worry about finding the time to do your payroll processing and auto-enrolment, we'll take care of all of this.
- 2) **We go above and beyond** to ensure that your employees are paid correctly on time, every time. Everything is always up to date.
- 3) **We support you all the way**; from the very first phone call, Donna our payroll expert is on hand to support you.



### Our services include:

- Access to our payroll expert, Donna Oram
- Management of all legislative responsibilities including, but not limited to SSP, SMP and SAP
- Password encrypted payslips sent via email
- Tailor made reports sent via email
- Exceptional service and advice from our payroll expert
- Weekly or monthly calculation of PAYE
- Real Time Information (RTI) PAYE submissions
- CIS submissions

We offer options for payroll reporting and we will calculate your payroll amounts including employer and employee taxes. Once payroll is processed, you will receive your payroll reports via email. **We like to keep things simple.**

### All pay related benefits dealt with include:

- Holiday pay
- Sick pay
- Maternity / Paternity pay
- Pension
- Tax & Working tax credits
- Student loan deductions
- CSA assessments
- Salary sacrifice

### Features:

- Flexible and bespoke service
- Expert and friendly advice from our qualified payroll specialist
- Competitive pricing with no hidden charges
- Accurate and regular reports
- Payroll delivered on time, every time
- We file all your returns on your behalf
- Year end and monthly tax payments effectively managed

# Auto-enrolment

Pensions' automatic enrolment is with us and the staging dates for smaller companies are on the horizon. Between 2015 and 2017, over 1 million companies will be staging, which is a staggering 51,134 companies per month.

We conducted a **'WHICH!'** Style review and have come up with 3 potential solutions which can help you if it's all getting too much. We appreciate that it can be difficult and choosing the right option can be tough – this is where we come in.

We have **3 potential solutions** which we hope will help you navigate the AE minefield. A bespoke solution for more complex situations, a middle of the road option designed to meet all your obligations as an employer and assist you with employee communications. We have also registered with NEST (the government offering) so can guide you through this process should you feel this is the option for you.



Donna Oram  
Payroll Manager