

- › Provide you with a 4 weekly income and expenditure report
- › Provide any financial information to the funder on your behalf (if required) and return any unspent funds to the funder if applicable
- › Maintain records of your accounts for 6 years

Our preferred provider will be the Cooperative Bank and your funds will be held in an individual account on your behalf. As a registered charity, our financial records are subject to strict controls by the Office of the Scottish Charity Regulator (OSCR) and are audited annually by independent auditors. In this way you can be assured that your funds are entirely secure which means you can benefit from the flexibility of receiving your budget without having to worry about managing and processing this budget.

“ I couldn't manage without the help of the service. I struggle with admin but know that help is always available.

Payroll Service Client

All of the above services are offered on a competitive fixed fee basis. Please contact us to discuss current charges or to discuss tailoring a service to your individual needs.

Finance Team
 Dundee Carers Centre
 Seagate House
 132-134 Seagate
 Dundee DD1 2HB
 Tel: 01382 200422

www.sdsdundeeandangus.org.uk

www.dundecarerscentre.org.uk

Payroll email:

payroll@dundecarerscentre.org.uk



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www.facebook.com/dundecarerscentre

Registered Scottish Charity no. SC024115.
 Company no. SC160754.

MANAGING YOUR SELF-DIRECTED SUPPORT BUDGET

HOW WE CAN HELP



Self-directed Support offers individuals and their carers choice, control and flexibility over the support they receive. Whether you decide to employ your own Personal Assistants (PA), purchase support from a care agency or agree a combination of these, there will be a number of responsibilities that follow such as meeting your statutory duties as an employer or ensuring timely payment of your contracted services.

At Dundee Carers Centre we appreciate that the responsibilities that come with receiving direct payments may seem daunting however we offer a range of services that can support you in managing your budget and payments. We offer 3 main services however our experienced and helpful staff are always happy to discuss tailoring these to meet your individual needs.

“ I find the service exceptional, with every effort made to address the client, i.e. ME

Payroll Service Client ”



BASIC PAYROLL SERVICE

This service is designed for those who only require basic payroll support. Our staff can take care of:

- › Your registration with HMRC as an employer
- › Processing your staff's weekly, 4-weekly timesheets (we can provide templates for you to use)
- › Calculating gross pay, tax and NI deductions and providing you with a report of how much net pay you should pay your staff and you can then pay them directly
- › Process any student loan repayments or wage arrestments where applicable
- › Assessing employees under the terms set out by the Pensions Regulator and calculating pension contributions where appropriate
- › Provide you with analysis reports and 2 sets of payslips
- › Advising of 4 weekly/quarterly payments to HMRC
- › Maintain payroll records
- › Provision of Statutory forms and completion of year end payroll information
- › Calculate statutory payments such as Statutory Maternity Pay (SMP), Statutory Sick Pay (SSP), Paternity pay, etc where appropriate
- › Providing a payroll handbook and access to our online payroll portal



INTERMEDIATE PAYROLL SERVICE

This service is designed for those who wish to take advantage of slightly more support and includes:

- › All of the services listed above within our Basic Payroll Service
- › Calculating annual leave entitlements for your staff and issuing quarterly annual leave statements on your behalf
- › Completion of HMRC pay-in books on your behalf



THIRD PARTY MONEY MANAGEMENT SERVICE

If you feel you would like more support in managing your budget, or would simply prefer a third party to take care of these matters for you, from summer 2015, our team can provide this enhanced service.

Once you have your budget and care plan agreed, our Team can set up your individual Client Bank Account which allows our team to carry out the following functions on your behalf:

- › Receive Direct Payments into your individual client account
- › Calculate any payments to your PAs, HMRC and pension provider (as per our Intermediate Payroll Service outlined above) and make payments directly into their bank accounts on your behalf
- › With your instruction, receive invoices directly from any direct care providers or agencies you have contracted with and settle these invoices on your behalf from your Client Account