



# DANBRO

Accounting Solutions for Businesses

## Back Office Payroll

For more information on Danbro's Back Office Payroll service please contact Danbro.

Head Office: 01253 600140

London Office: 0207 836 8400

Visit Danbro: [www.danbro.co.uk](http://www.danbro.co.uk) Email: [enquiries@danbro.co.uk](mailto:enquiries@danbro.co.uk)

# DANBRO

## Back-Office Payroll

### ABOUT US

Danbro are an accountancy company approved by PCG and are also part of the Chartered Institute of Management Accountants (CIMA). We offer a range of services for businesses as well as contractors.

By outsourcing your payroll to Danbro we will take away the large amounts of cost, time and stress that this responsibility can bring. With our efficient and accurate service we can offer you and your employee's total piece of mind by ensuring all payments are administered correctly and on time.

Danbro payroll is ideal for all businesses. Whether you are an agency or employer employing contractors or full time employees, we can provide you with a cost efficient service.



*Regulated by the Chartered Institute of Management Accountants, Audited and Approved by HMRC and Professional Passport – 2008, PCG OneStop Alliance Partner, PCG Quality Accountant Accreditation, Accountancy Age Finalists – Small Firm of the Year 2005 & 2008, Best Use of Internet: Practice 2008, Iris – Progressive Practice Award Winners 2003.*

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### DANBRO PAYROLL SERVICE

Our standard payroll service will handle all of your payroll administration from producing customised payslips; making the necessary deductions i.e. tax and NI for all your employees on a weekly or monthly basis, to processing the payments by BACS directly to your employees. Danbro can also prepare your year of end returns and ensure you meet all your compliance obligations.



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### **BACK-OFFICE PAYROLL INCLUDES:**

Our payroll bureau services include:

- Data input for salary, overtime, expenses, profit-related pay (PRP) and the recording of statutory sick pay (SSP) and statutory maternity pay (SMP) payments.
- Working Families' Tax Credits.
- Student loan repayment deductions.
- Pension deductions.
- Producing security payslips and standard reports.
- Producing BACS (Banks Automated Clearing System) payments, including Inland Revenue payments (tax and national insurance).
- Producing P45s, and at year end, P14s, P60s, P35s and P11Ds.

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### ADVANTAGES OF DANBRO PAYROLL

#### Advantages of outsourcing payroll

- No set up fees – Just a small fixed fee per payslip processed.
- Cost Savings – Reduces the need for an in house payroll team and costly software.
- Save time – By outsourcing this administrative burden you will have more time to focus on your businesses core competencies.
- Faster, more accurate and completely confident data entry by our dedicated Payroll team.
- Legislative Compliance – No need to worry about the latest changes in legislation as we can ensure all of our systems and employees are up to date.

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## GETTING STARTED WITH DANBRO PAYROLL

**TO START USING DANBRO'S BACK-OFFICE PAYROLL SERVICE PLEASE CALL US ON;**

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