

CVS COMMUNITY FINANCE SERVICE

All you have to do is:

- 🔊 *Inform us of changes to pay*
- 🔊 *Let us have completed forms for new employees*
- 🔊 *Tell us when someone is off sick*
- 🔊 *Tell us when an employee is leaving*

If CVS are to pay employees and the Inland Revenue, please let us have funds on time



CVS Community Finance Supporting the Voluntary and Community Sector

Council for Voluntary Service
Northampton & County
Company Limited by Guarantee 2902472
Reg. Charity No. 10346597
CVS Community Finance Service
32-36 Hazelwood Road
NORTHAMPTON NNI 1LN
Phone: 01604 627128
Email: payroll@cvscommunityfinance.org.uk



CVS COMMUNITY
FINANCE SERVICE

CVS COMPREHENSIVE PAYROLL SERVICE



CVS Community Finance
Supporting the
Voluntary and Community
Sector

CVS COMMUNITY FINANCE SERVICE

We at CVS provide a fully computerised Payroll Service with friendly and helpful staff.

There is a small monthly charge per employee

What you receive for your charge:-

- We will provide advice and assistance with all aspects of PAYE and help you to understand the process involved in becoming registered with the Inland Revenue
- Provide monthly detailed payslips
- We can also pay your staff through the Bank if you wish

- Provide you with details to pay the Inland Revenue or pay on your behalf
- Issue all forms relating to staff and the Inland Revenue
- Issue you with completed year-end forms P14/P60's for all staff
- Produce year-end return P35
- Deal directly with the Inland Revenue
- Calculate SSP, SMP and SAP
- Pay and operate working tax credit etc.
- Claim SSP & SMP on your behalf when appropriate
- Issue when necessary completed SSPI & SMP I
- Help and give you support and advice on all aspects of payrolls
- Supply you with basic contract of terms and conditions of employment

- Provide you with help-line support
- Issue legislation updates
- Give general personnel advice
- Provide you with information sheets produced by CVS Community Accounting



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