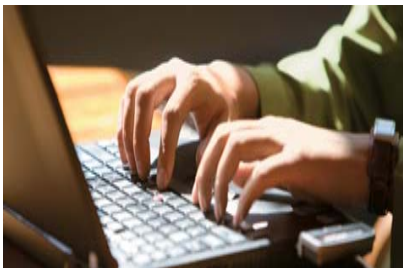


CVS Community Finance Service

Other services we provide:-

- Comprehensive Payroll Service
- Independent Examination
- Financial Systems
- Policies & Procedures
- HR & Personnel Issues Newsletter
- Training Seminars
- And.....many other services



CVS Community Finance Service
Supporting the Voluntary
and Community Sector

CVS Community Finance Service
32-36 Hazelwood Road
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Phone :
01604 627128

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Council for Voluntary Service
Northampton & County
Company Limited by Guarantee
in England & Wales No. 2902472

Reg. Charity No. 1034697



**CVS COMMUNITY
FINANCE SERVICE**

Processing Payroll Service



CVS Community Finance Service
Supporting the Voluntary
and Community Sector

CVS Community Finance Service

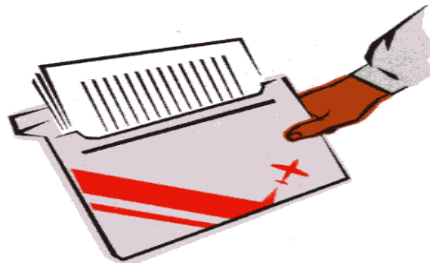
We provide a Comprehensive Payroll Service, but realise some Organisations will only Require a processing Service.

This leaflet gives you Details of our Processing Payroll Service

There is a small monthly charge for this service

How does the service work?

- Each month you provide us with details of the amount to be paid to your staff
- We calculate their pay making the required statutory deductions for tax, national insurance etc.
- We send back to you printed payslips, a full set of payroll calculation reports.
- At the year-end, we print P14's
- P60's and P35's and send them to you.



YOU THEN:

- Pay your staff and the Inland Revenue
- Complete and send all forms received from/and to the Inland Revenue
- Complete year-end forms after we have sent them to you.

As this is a processing service, we provide no additional personnel support. This type of support is only available when you use our comprehensive service



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