

Professional responsive
Payroll Services for
Schools and Academies by
a BACS Approved Bureau



Our Payroll Team

We have a friendly and knowledgeable payroll team who between them have over 70 years of combined Local Authority and private payroll experience which includes:

- ✓ General payroll processes and procedures;
- ✓ HMRC regulations and requirements;
- ✓ The administration of statutory and occupational schemes e.g. absence and pensions, including Auto Enrolment;
- ✓ Capacity to operate varying Terms & Conditions and pay dates from client to client.

Our Payroll Service

The payroll service we provide supports schools, academies and multi academy trusts irrespective of whether the client is in the secondary, primary, special or independent sectors.

FS4S is a BACS approved bureau that means that we receive an independent assessment of our business practices, standards, procedures and controls covering 5 key areas of our operation:

- ✓ Bureau organisation & financial information;
- ✓ Physical security;
- ✓ Computer operations;
- ✓ Applications & system support;
- ✓ BACS processing and operations

We successfully passed the last BACS assessment in 2018 and have maintained the Chartered Institute of Payroll Professionals kite mark in 2018 for a further two years.



FS4S offers a full payroll service that includes the processing of all payroll information, all HMRC submissions, payment of staff by direct BACS credit and the disbursement of all 3rd party monies & reports on behalf of every client school. We can also provide a full Local Government and Teacher Pension administration service that includes all LGPS returns (i-connect), the TP Monthly Data Collection and assistance in completing the End of Year Certificate returns. The payroll software that we operate is RTI compliant and geared to facilitate the operation of multiple job posts.

Clients are provided with a suite of monthly payroll reports and information that includes a pre-payroll report approximately 10 days prior to payday (thus minimising payday queries), e-payslips prior to payday and full payroll information following payday which includes the specific accounting journals required for each months payroll. Reports can be produced in PDF and Excel formats. Every client has access to a secure data link with us so payroll information can be sent and received safely and promptly.

Payroll Cycle

Although from month to month, the actual dates quoted may vary by a day or two, the table below demonstrates what would normally happen within the payroll cycle and when (assumes pay day is 23rd monthly):

27th	Payroll cut-off for payroll information to be sent to FS4S
12th	Pre-payroll reports issued to clients via secure link
15th	Deadline for receiving any adjustments to the pre-payroll reports ready for payday
17th	BACS net pay file produced
22nd	RTI FPS files sent to HMRC electronically
22nd	Electronic payslips delivered to clients and employees
23rd	Pay day automated payments made to staff bank accounts and school account debited
27th	Full payroll reports & accounting journals forwarded to clients via secure link
27th	RTI EPS files sent to HMRC electronically
27th	BACS third party payment file produced
27th	Payroll cut-off for information to be sent to FS4S for the 2nd month's payroll
7th	School bank account debited for Teacher Pension and other deductions for the 1 st month
19th	School bank account debited for HMRC and LGPS costs for the 1st month

This process means that the school will pay for each month's payroll in three stages - on 23rd, 7th and the 19th of the following month, thus retaining funds in the school bank account for longer. Guidance is always given to schools as to what accounting entries they need to process each month and when.

We would be very happy to visit your school to discuss your requirements at a time convenient to you. Please give us a call on **01793 882569** and ask for **Kerry Stewart** (Payroll Manager) or **Andy Madgwick** (Operations Director). We will be pleased to answer any questions you may have or attend your Governors' Meeting if that is easier.

*What should schools do now if they want to ask **FS4S** to quote?*