



# Monthly Payroll 4 Employees -

Oakam Town Council, Rol House, Long Row, Oakham LE15 6LN

Quote created: 26 March 2026

Quote expires: 31 March 2026

Quote created by: Lisa Hanmer

Payroll Services Manager

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Comments from Lisa Hanmer

This quotation reflects the standard monthly fees you could expect, the year end fee and also ad-hoc fees that may apply during the tax year..

## Products & Services

Item & Description - Standard Monthly Fee	Unit Price
Monthly Payroll Service 4 employees	£33.00/month
i-Connect Submissions	£25.00/month
Paying of salaries. LGPS & HMRC	£37.00/month
<b>Total standard monthly fee</b>	<b>£95.00/month plus vat</b>

## Item & Description - Standard Year End Fee

PAYE Year end for up to 4 employees	£33.00/annum
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## Item & Description - other fees that may occur

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**Ad-hoc works**/complex/time consuming calculations such as back pay and applying new pay agreement rates, pro-rata calculations, historic error and pension corrections, final pay calculations and /or additional year end requirement for pension provider etc would be charged as a time fee, which is currently **£77.00 per hour.**

General overtime, sickness etc would not attract an additional fee.

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New employee charged at **£7.50** each

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Leaver charged at **£7.50** each

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## Purchase terms

14 days

## Questions? Contact me



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