

Welcome to the latest edition of our newsletter! It's been a busy few months in the Quill Accounts office, the summer really seems to have flown by and here we are heading into autumn already! We've been lucky to have many new clients coming to us over the last few months, from all corners of Scotland. We are now providing services to clients as far flung as the very tip of the Northern Highlands right the way down through the country and all across the central belt. We've had a change around in the office to give us more storage and work space as well as a new meeting room, and a new staff member should be joining our team in the next few weeks – it's all go!

There are some changes ahead with regards to the way we need to operate your payroll so below you will find a few bits and pieces of important information that we need our clients to keep in mind. Please take a few moments to read over the information and, as always, if you have any queries regarding any of the points in this newsletter, or any other aspect of your payroll or the services we provide, please do not hesitate to contact us – we are always happy to help in any way we can.

Best wishes

- The Quill Accounts Team

HMRC – Real Time Information

You may remember from previous newsletters and other correspondence that we informed you about the new Real Time Information (RTI) system which was brought in by HMRC for all employers from April 2013. This means that we now submit payroll returns electronically to HMRC every time we process your payroll, rather than only submitting information annually as before. This helps to ensure that all payroll information is up to date and therefore means that we receive updated information from HMRC quicker now too (e.g. new tax codes for your employees). This does however mean that we have to ensure that all information is submitted to HMRC accurately and on time. While this new system was in its early days, HMRC have been able to allow information to be filed after the deadlines without penalty to employers, this means that we have also been able to be relaxed with deadlines when waiting for information from our clients. However, from October 2014 there will now be penalties applied to employers whose RTI returns have been filed late or incorrectly to HMRC.

What does this mean for you?

The introduction of penalties means that we now need to ensure that all employer RTI returns are submitted on time, every time. We can only make sure that your payroll is calculated and filed on time if we receive the correct information, punctually from you. This means that if you normally send us hours for your employees that you need to make sure they reach us by the correct processing dates (normally 2 days before your employees are due to receive payment) and we also need to know correctly about any sick leave, holidays, etc. on time too. In addition, we need to know as soon as you have a new employee start work with you or if an employee leaves your employment – so if someone starts or leaves e.g. 3 weeks before the next pay date, then you do need to tell us on the day they start/leave (or ideally before) rather than waiting until you send the hours to be processed.

Failure to submit information accurately and punctually to HMRC can result in a penalty of £100 per month – if you are unsure of what dates we need your information by please do not hesitate to contact us.

Workplace Pensions

You may have seen in the press or on the news about the new 'Workplace Pensions' legislation which means that employers will be required to provide a pension scheme for their employees. At the moment only larger employers are required to have a pension scheme in place but this is being rolled out over the next few years to include all employers so will therefore affect all of our clients. Most of our clients have at least a year before they will be required to provide a pension scheme and we are working with local authorities, other funding providers and financial advisers to look at the best way to help our clients with pensions and we will therefore be sending out further information over the coming months. In the meantime, you may receive correspondence from The Pensions Regulator – please contact us if you do.

Annual Leave

As a reminder, all employees are entitled to a statutory holiday allowance of 5.6 weeks per year (regardless of whether they work full or part time hours). The holiday year normally runs from April to March each year and unused leave cannot normally be carried forward into the new year, or paid as a bonus payment. Where our clients notify us of their employees' holidays, we keep a note of all leave taken and we can therefore let you know how much allowance each of your employees has left for the year – just drop us an email or give us a call.

Get in touch!

We are always happy to help our clients in any way we can and there are lots of ways that you can contact us if you have any queries, problems or information you need to pass on regarding your payroll:

Office Contact Details

Quill Accounts Ltd
Linburn House
Station Road
Auchtermuchty
Fife, KY14 7DX

Tel: 01337 827017*

* Note – we are a small office team so if we are in a meeting, visiting a client, or on another call we may not be able to answer immediately. However, if you leave a message we will always get back to you ASAP.

Online

Email is a great way to contact us and we can also send payslips out to you by email if you wish. Our main email address is: info@quillaccounts.co.uk

And you can find further information about our services, as well as handy printable time sheets and other resources on our website: www.quillaccounts.org

Social Media

Many of our clients find it useful to keep in touch via social media. You can stay up to date with all our news, announcements and other information we share regarding payroll and care via our facebook and twitter accounts:

[facebook.com/quillaccounts](https://www.facebook.com/quillaccounts)
twitter.com/quillaccounts

