



## *Managed Payroll Service*

### **Castle Bookkeeping offers a dedicated payroll service.**

Looking for a payroll only service? This service is suitable where a business wishes to keep the bookkeeping function in-house, or the bookkeeping function is performed at the end of the quarter by the business's Accountant but where Payroll is required

Castle bookkeeping is able to provide an efficient & cost effective payroll service, alleviating the need for businesses to keep abreast & conform to the intricacies of the Payroll function whether you have 3 employees or 30 employees.

### **HOW IT WORKS**

- At the end of each pay period (weekly, fortnightly or monthly), the business owner email's us their staff timesheets for the pay period.
- We produce the payslips & email either back to the business owner or to each individual employee.
- We also email to the business owner a report with the total gross payment, the PAYG withheld & the net amounts to be banked for each employee.
- We can also provide a bank ABA file to be loaded directly to your bank via internet banking
- We handle the accrual of all entitlements (sick leave, holiday leave, long service leave, superannuation etc)
- We also email the business owner a journal entry to be input into their accounts for the payroll.
- At the end of the reporting period (monthly or quarterly), we email the business owner all necessary payroll information for their Business Activity Statement (BAS) or Intermediate Activity Statement (IAS), as well as superannuation details for each employee.
- At the end of the financial year we produce payment summaries (group certificates) for all employees and send the Annual payment summary directly to the ATO.



BAS agent  
86324015



## HOW MUCH DOES IT COST

- We charge \$70 per pay run for up to 7 employees
- For each additional employee we charge \$10 per employee.
- Annual payment summaries are treated as an additional pay run
- There is also an initial one-off setup fee of \$10 per employee

For example

No of Employees	Charge rate
4	\$70
7	\$70
9	\$90
10	\$100
20	\$200
50	\$500

*Castle Bookkeeping*

**Registered BAS Agents**

*Allowing you to concentrate on your business, not your books*

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