



What else can we offer...

- Office and secretarial services
- Mailing services
- Manual and computerised accounting services
- Payroll services
- System design and support
- System integration
- Code conversion
- Bespoke staffing systems
- Web design and maintenance
- Graphic design



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*Payroll and Bureau
Services*

from

Beauchamps



WHY WE ARE PERFECT FOR Your Business

Overview

BCS offers a wide range of bureau services, from simple word processing through to complete company accounting and auditing. Our services are based around our own in-house developed software systems giving us the means to offer a completely personalised service to our customers.

We offer our services at fixed price rates that others find difficult to match. Our fees are clearly defined with no additional or hidden charges.

Payroll Services

Our payroll bureau is based on our TRlpay software, one of the leading computerised payroll systems. This software is owned by us and as such allows us to provide a completely bespoke payroll service to you. Our software is fully accredited by the IMIS and HMRC. This means our software is reviewed annually to ensure compliance with all current legislation.

Our systems cater for both in year and end of year electronic filing in accordance with HMRC guidelines.

We provide a confidential and professional service to all levels of business ranging from individuals through to small companies and larger multi-site organisations.

Accountancy Services

We can provide general day to day book keeping assistance through to complete management of your accounting needs. We can provide complete Nominal ledger analysis, Debtors & Creditors management, cash book analysis, bank reconciliations and VAT return production & submission.

We use our own TRlacc software which is used by a wide variety of companies worldwide. This software is also available on a rental basis, if you wish to keep your accounts in house with full helpline support for your staff if required. As the software is owned by us it allows us to provide a completely bespoke accountancy service for you.

Why should you consider our service?

We can provide a complete payroll and accountancy services for your business no matter what industry you are in.

- ✓ Full gross pay analysis can be provided for detailed breakdowns on both payslips and reports
- ✓ Net Pay - Payments can be paid via BACS straight to the employee's bank account
- ✓ Payslips can be provided with company logos on and posted direct to staff if required
- ✓ Pay Cycle - Weekly, 2-weekly or monthly pay
- ✓ In year filing of P45 and P46 forms
- ✓ End of year electronic e-filing
- ✓ P60's - paper or electronic email versions are available
- ✓ Paying The Collector - Monthly figures are calculated ready for payment to be made
- ✓ Reports - Detailed management reports for each pay period



Both paper and online services are available



For further information please contact us on:

020 8449 4496

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