

BBWCVS



Basildon, Billericay & Wickford Council For Voluntary Service

We are a membership led organisation and respond to the needs of our members with a wide range of practical and professional support services. No matter the size of your organisation or group, we are here to work with you to meet the needs of the community.

BBWCVS Membership offers you:

- ◆ Opportunities to work together
- ◆ Access to free advice and support
- ◆ Regular Newsletters and Ebulletins
- ◆ Networking opportunities
- ◆ Funding information and advice
- ◆ Significant range of services & deals

Join BBWCVS as together we can build a strong and vibrant Voluntary & Community Sector, able to work together to meet the needs of our local community.

You can join BBWCVS by completing the membership application form, which can be downloaded from our website and emailing it to admin@bbwcv.org.uk or alternatively you can request a membership pack by ringing 01268 294124.

Basildon Billericay & Wickford
Council for Voluntary Service
1st Floor, The George Hurd Centre
Audley Way
Basildon
Essex SS14 2FL
Tel: 01268 294124
Fax: 01268 534845
Email: admin@bbwcv.org.uk
Web: www.bbwcv.org.uk

**... building relationships,
enabling action.**

FINANCE SERVICES



We provide a complete and comprehensive computerised payroll service aimed at voluntary organisations.

We have helpful and highly qualified Staff that will be able to offer support and information on all your payroll issues.

Fully compliant with the HM Revenue and Customs electronic guidelines.

The payroll service offers the following:

- Weekly, 4 weekly or monthly payroll inc. Payslips and summaries of deductions.
- PAYE & National Insurance – including completion of monthly HMRC payslips (yellow book)
- Statutory sick, maternity, paternity and adoption pay.
- Pensions
- P45 and other forms.
- Electronic bank submission if required.
- Information on new legislation.
- End of year processing with the production including P14's & P60
- On-line submissions to HMRC

There is a one off set up fee. then monthly processing and end of year fee.

For more information please contact: Marina Martin – Finance Officer

Tel: 01268 294011 or via e-mail marina@bbwcvs.org.uk

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