

PAYROLL UPDATE

Following the outbreak of COVID-19 in the UK we want to keep clients up to date with measures available to assist them during this time. This is a specific update and a request for information for clients that we process payroll for.

Coronavirus Job Retention Scheme

Due to a large amount of queries in reference to this scheme we have dedicated Jess from our accounts team to deal with queries and she has been researching and keeping up to date with the latest guidance, please contact her if you have any specific questions on the details further down this page.

We would like to take this opportunity to inform you of the latest guidelines of placing staff on furlough and request the information required to be able to calculate the reclaims. If you have already been in contact with the information listed below we do not require you to send it again.

You can place members of staff on furlough where there is no work for them to carry out. This enables the employee to keep their job and allows the business to reclaim 80% of their gross pay (maximum of £2,500 per month), plus the employer national insurance and employer pension contribution (maximum of 3%).

To be able to reclaim the 80% the employee must do no work for the company during the furlough period. Directors can be furloughed and carry out statutory duties but no income generating work should be carried out.

Under the scheme staff are required to be on furlough for a minimum of 3 weeks and it is the employers choice to top their pay up to 100% or not.

You will need to take care when deciding who to place on furlough, this should be dealt with in the same way as redundancy decisions would be made. Furloughed staff need to be issued with a letter explaining the change to their employment contract and a signed approval should be obtained by the business for each employee on the scheme.

Attached are two template letters for you to choose from, if you need help filling these in please contact Jess on 01243 534284 or jess@jamestoddandco.co.uk

The start date of furlough should be the date work was stopped, this can be backdated to the 1st of March if required.

If you are placing staff on furlough please let Jess know as soon as possible the following information;

- Names of staff on furlough
- Date of start of furlough period
- Whether you will be topping the pay up to 100% or not



Chartered Accountants and Registered Auditors

James Todd & Co is the trading name of James Todd & Co Limited. Registered Office: 1&2 The Barn, Oldwick, West Stoke Road, Lavant, Chichester, West Sussex, PO18 9AA. Registered No. 07350649 in England. Registered to carry on audit work in the UK and Ireland and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales. A member of the ICAEW Practice Assurance Scheme.

Lavant Office
1&2 The Barn, Oldwick
West Stoke Road
Chichester, West Sussex
PO18 9AA

Chichester Office
16 Northgate
Chichester
West Sussex
PO19 1BJ

t: 01243 776938

e: info@jamestoddandco.co.uk

w: www.jamestoddandco.co.uk

We currently do not know when the reclaim portal will become available but we do know it will be by the end of April 2020. At this stage businesses have been advised to ensure they have an online account set up for PAYE via the government gateway ready for when it becomes available.

If you already have a government gateway for another tax account, you can log into this and click add another service/tax. You will need your PAYE reference number and accounts office reference number to do this so please contact Jess if you require this information.

If you have no government gateway account set up, please do so via the following link; <https://www.access.service.gov.uk/registration/email>
You will also require the reference numbers mentioned above so please contact Jess if you do not have these.

HMRC are continuing to update their guidance and you can keep up to date will all the information via the link below.

<https://www.gov.uk/guidance/claim-for-wage-costs-through-the-coronavirus-job-retention-scheme>

Statutory Sick Pay Rebate Scheme

Employees who have gone off sick due to coronavirus can be paid Statutory Sick Pay from day 1 of sickness. Please let your payroll team member know of any instances of staff sickness.

The Statutory Sick Pay Rebate Scheme will allow small and medium sized employers, with fewer than 250 employees, to apply to HMRC to recover the costs of paying Statutory Sick Pay (SSP) to their employees for a maximum of 2 weeks. HMRC has published new online guidance which includes information about who can use the scheme, and the records employers must keep.

To qualify the payroll scheme must have been in place at 28 February 2020, have had less than 250 employees at that date and the employee must be one who is eligible for SSP due to COVID-19 at 28 February 2020 onwards.

You must keep records of all the statutory sick payments that you want to claim from HMRC, including:

- the reason why an employee could not work;
- details of each period when an employee could not work, including start and end dates;
- details of the SSP qualifying days when an employee could not work;
- National Insurance numbers of all employees who you have paid SSP to.

You are required to keep these records for at least 3 years following your claim.

HMRC is working urgently to set up a system for reimbursement as the existing systems are not set up to facilitate payments to employers. Details about when the new SSP Rebate Scheme can be accessed and when employers can make a claim will be announced by HMRC as soon as possible.



Chartered Accountants and Registered Auditors

James Todd & Co is the trading name of James Todd & Co Limited. Registered Office:
1&2 The Barn, Oldwick, West Stoke Road, Lavant, Chichester, West Sussex, PO18 9AA.
Registered No. 07350649 in England. Registered to carry on audit work in the UK and Ireland and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales. A member of the ICAEW Practice Assurance Scheme.

Lavant Office
1&2 The Barn, Oldwick
West Stoke Road
Chichester, West Sussex
PO18 9AA

Chichester Office
16 Northgate
Chichester
West Sussex
PO19 1BJ

t: 01243 776938

e: info@jamestoddandco.co.uk

w: www.jamestoddandco.co.uk

Premium Credit

For those of you who owe past or recent fees to us we understand that payment in full may now become difficult. It would really help us to continue to operate if you would consider spreading the payment through our instalment facility. This will help you to spread the cost and help us to maintain sufficient cash-flow to keep as many staff operational as possible.

Through Premium Credit we are able to help our clients fund payment of our fees over period ranging from 6 to 12 months for a comparatively small finance charge. If this is something you would like to explore or setup then please feel free to contact us. The rates are as follows:

6 Months:	3.25% transaction fee plus £5 admin charge
10 Months:	5.25% transaction fee plus £5 admin charge
12 Months:	6.25% transaction fee plus £5 admin charge

To initiate this please contact victoria@jamestoddandco.co.uk and she will be happy to help to sort this out.

Fee Protection Cover – Additional Services

It is worth reminding those clients who have taken up our Fee Protection Cover that this also comes with a range of additional advice services, such as employment and commercial law, and health and safety, which can be accessed via telephone and email using the details in your renewal documents. If you need any help with these please feel free to contact us using victoria@jamestoddandco.co.uk.

Continuity of Service at James Todd & Co

The James Todd & Co internal platform is cloud hosted and all members of our team have the ability to work away from the office. We have therefore made the decision to temporarily close the offices to all clients and non-essential staff until further notice. Bookkeeping and accounting records can still be delivered to our Lavant office but we would ask that this be prior appointment only, so that no journey is wasted. We will let you know as soon as our offices are open, but we will be continuing to work in our full capacity and ensure that all deadlines are met.

Email communication should remain fully operational and we will be diverting our telephone systems so that incoming calls can be dealt with.

We are dealing with an unprecedented level of queries at the moment and we appreciate your understanding at this time. We would recommend emailing queries where at all possible, particularly in relation to bookkeeping and payroll, as it will enable us to answer all queries more efficiently.



Chartered Accountants and Registered Auditors

James Todd & Co is the trading name of James Todd & Co Limited. Registered Office:
1&2 The Barn, Oldwick, West Stoke Road, Lavant, Chichester, West Sussex, PO18 9AA.
Registered No. 07350649 in England. Registered to carry on audit work in the UK and Ireland
and regulated for a range of investment business activities by the Institute of Chartered
Accountants in England and Wales. A member of the ICAEW Practice Assurance Scheme.

Lavant Office
1&2 The Barn, Oldwick
West Stoke Road
Chichester, West Sussex
PO18 9AA

Chichester Office
16 Northgate
Chichester
West Sussex
PO19 1BJ

t: 01243 776938

e: info@jamestoddandco.co.uk

w: www.jamestoddandco.co.uk