

# Penderels Trust Menu of Services Gloucestershire

## Section One: Set Up Package

Set up package year 1 cost		Hours of support	Cost	TOTALS
<b>Basic Level</b>	This is an Initial Visit to talk through your options and provide you with all the information you need to get started with an agency.	<b>5 hours</b>	<b>£125</b>	
<b>Low Level</b>	This level of support may be suitable if you already receive a direct payment and are transferring to Penderels Trust from another provider, if you already know the personal assistant you wish to recruit (e.g. they are a friend or family member).	<b>10 hours</b>	<b>£250</b>	
<b>High Level</b>	This level of support will be suitable if you are going to receive a direct payment for the first time and need assistance to recruit your own personal assistant.	<b>15 hours</b>	<b>£375</b>	

Set up package to be reviewed after a three month period.

## Section Two: Additional Services and Ongoing Support

Ongoing Support (post set up)	One off fee	Ongoing charges	Per annum	TOTALS
Support Package of 5 hours			£125 per package	
Ad hoc support*		£25 per hour		
<b>Financial Management (Managed Account):</b>				
Receive funding from 2 streams			✓	
Receive invoices for payment (up to 5 invoices per month)			✓	
Check income and expenditure			✓	
Produce monthly accounts			✓	
Initial visit			✓	
			£290 per annum	
Cost per additional funding stream received:				
- cost for one additional funding stream			£50.00 per annum	
- cost for two or more additional funding streams			£100.00 per annum	
Cost for additional support		£25 per hour		
Cost per additional five invoices per month**			£50 per annum	
<b>Additional Services:</b>				
DBS Check	£66 each			
Support planning for personal budgets		£25 per hour		
Support planning for personal health budgets		£25 per hour		
Appointeeships		prices vary		

Payroll Services (Please see page two for the Payroll Price List)  
Charges are reviewed on an annual basis.

**Total**

### \* Ad hoc support may include:

- Home visit to support with recruiting additional staff
- Support with staff appraisals/supervision
- Support with staff disciplinaries

### \*\* Additional Invoices:

- Cost for additional invoices will not exceed £150 per annum

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# Penderels Trust Payroll Price List

	Number of employees	Set up fee	4 weekly payslips (per payslip)	Annual admin fee	Weekly cost	Annual cost
Standard	1	£40	£6.00	£20	£2.66	£138.00
	2	£40	£6.00 x 2 = £12.00	£40	£4.54	£236.00
	3	£40	£6.00 x 3 = £18.00	£40	£6.04	£314.00
	4	£40	£6.00 x 4 = £24.00	£40	£7.54	£392.00
	5	£40	£6.00 x 5 = £30.00	£40	£9.04	£470.00
BACS & Managed Accounts	1	£40	£7.25	£20	£2.97	£154.25
	2	£40	£7.25 x 2 = £14.50	£40	£5.17	£268.50
	3	£40	£7.25 x 3 = £21.75	£40	£6.98	£362.75
	4	£40	£7.25 x 4 = £29.00	£40	£8.79	£457.00
	5	£40	£7.25 x 5 = £36.25	£40	£10.61	£551.25
Auto Enrolment into Workplace Pension	Basic					£30.00
	Standard					£70.00
	Premium (for BACS payroll and Managed Account customers only)					£100.00