

## Case Study - Bellevue Place Education Trust

### Scope & Services

Bellevue Place Education Trust (BPET) is a Multi-Academy trust that currently sponsors seven Primary Free Schools across London. SGW Education was asked back in 2014 to provide BPET with a payroll service during the initial set up of the trust. The remit was not only to ensure an accurate monthly payroll but to create a partnership that would enable Amanda (CFO) to integrate new schools into the process with the minimum of fuss, saving time and effort on the part of the trust.

### Services included

- Dedicated school(s) Payroll Manager (via phone and email)
- Calculate contributions via Payrite (HMRC recognised software)
- Make all statutory PAYE, NI, Pensions, Court Order Payments
- Bespoke Management Reports
- Auditing of historical payroll data
- Produce and submit: p60, p11d
- Submit: HMRC RTI & EPS
- Act as a BACS bureau on behalf of school
- Monthly data collection - TP uploads & LGPS uploads
- Provide Eslip service for individual payslips
- Hierarchical reports at all levels



### BPET Centralised Payroll - The Smart Way

It was clear from the outset that Amanda and her team did not have the time to chase monthly data, troubleshoot and feedback questions from each school to the payroll provider.

It was essential that SGW Education provided each school within the trust with their own payroll point of contact and separate payroll linked to a centralised monthly report for Amanda to utilise. By doing so, Amanda was not only able to free up admin time but had a partner that was willing, capable and able to handle each of her school's individual needs yet still give her total view and control of the trust's payroll.

### Growing Together

SGW Education have been able to do all the work behind the scenes on behalf of the Trust including liaising with local authorities, teachers pensions and HMRC - making the payroll transfer process seamless for new schools entering the trust.

Amanda herself also had a dedicated Payroll Manager within SGW Education who was on hand at all times to deal with any queries and make amendments - overseeing the successful integration of an additional 5 new schools since 2014.

### Testimonial

*"SGW Payroll services have been providing excellent monthly payroll service to BPET for over three years. Their service includes production of the payroll, payment to staff, to HMRC, Teacher Pensions, LGPS and a stakeholder pension, phone advice, monthly and year-end TPS submissions, excellent easy to use reports, electronic payslips and friendly and efficient cost-effective service. We have built a great working relationship and hope to continue working with SGW Payroll for a long time. ... I would like to add our direct consultant is amazing and is great to work with, dealing with our payroll every month effectively, dealing with queries and resolving issues. Fabulous."*

Amanda Burgess