FD4CAST

Forecasting Excellence

PAYROLL BUDGETER

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Download Payroll Budgeter at: www.fd4cast.com/PayrollBudgeterTool.zip

Author: James Power of FD4Cast Ltd. October 2017

Note: This Software will not work on Apple Products and/or spreadsheet applications which cannot run MS Excel macros.

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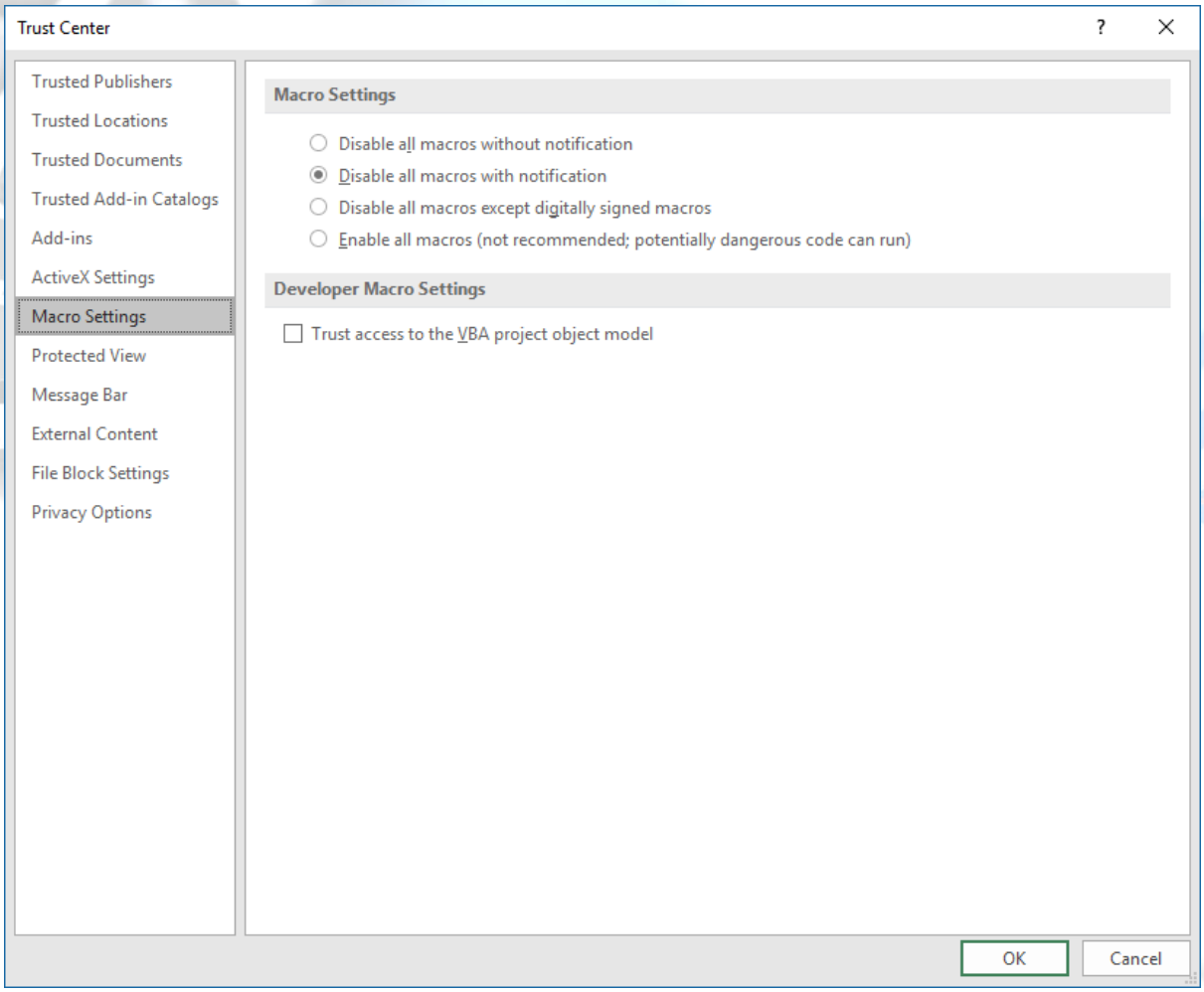
E: support@fd4cast.com T: 07967 883568

1. Enabling Macros in Excel

In order for the buttons to work the Macros need to be enabled in the *Payroll Budgeter* workbook. If you do not already have Macros enabled, then the following instructions explain how to enable them in Excel 2016, noting the method will be similar for other versions of Excel.

Proceed with the following menu options to reach the below screen:

File -> Options ->Trust Centre -> Trust Centre Settings -> Macro Settings



Select either:

- "*Enable all macros*"
- "*Disable all macros with notification*" and then click "Enable Content" when opening the workbook.

Then close and re-open the *Payroll Budgeter* workbook.

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2. Overview

a. Colour coding

Cells into which you can enter and select values are coloured light yellow. All other cells are protected to protect formulas and prevent corruption of the workbook.

b. Rates Input Tab

This tab contains the rates for PAYE, NI, pensions, and the apprenticeship levy. The rates for the current year are known and exact, while those for future years are estimated projections. You should update these figures as appropriate to match your needs, and update as required when new rates are published.

c. Payroll Entry Tab

This is the main part of the Payroll Budgeter, containing all the employee entry and setup, as well as the calculations and summary report figures. The tab is divided into the following main sections of columns.

i. Left-hand Columns

Contain the row headers and employee details.

ii. Right-hand Columns

Contains one column per month to 5 years from the start date. These monthly columns contain a mix of inputs, calculations and reporting figures.

iii. Automation Buttons

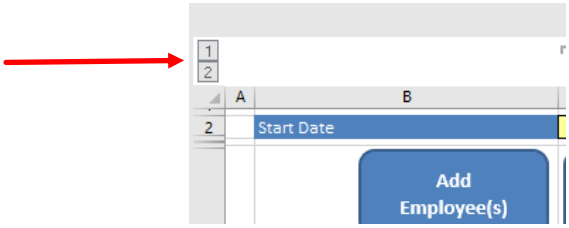
Allow employees to be added and removed, monthly salaries to be calculated, and the entire workbook to be reset.

iv. Workings Area

At the very bottom of the Payroll Entry tab there is a yellow unprotected area. This is to allow you to create your own calculations, should you wish to do so.

d. Grouping

On the Payroll Entry tab many of the columns have been assigned to Excel Groups. These columns can be grouped and ungrouped on mass by pressing the 1 and 2 squares in the top left, just above the grid of spreadsheet cells.



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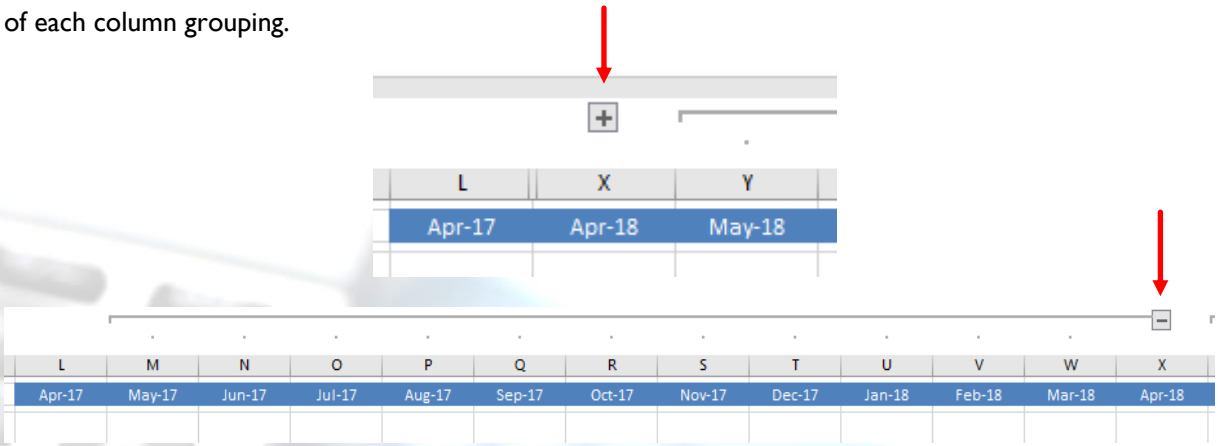
The grouping hides the less-used left hand columns, and collapses each of the 5 projection years down to a single column.

Individual groupings of columns can be expanded and collapsed by pressing the + and – boxes at the top of each column grouping.



d. Annual Totals

On the very far right of the PayrollEntry tab are separate annual totals for each financial year.

2017/18	2018/19	2019/20	2020/21	2021/22
37,000	37,555	38,118	38,690	39,270
31,353	31,153	30,979	32,023	32,601
2,796	2,791	2,744	2,668	2,627
2,481	2,485	2,490	2,064	2,080
2,854	2,858	2,864	2,871	2,879
(2,854)	(2,858)	(2,864)	(2,871)	(2,879)
-	-	-	-	-
370	1,127	1,906	1,935	1,964
370	751	1,144	1,161	1,178
-	-	-	-	-
2017/18	2018/19	2019/20	2020/21	2021/22
15,000	15,225	15,453	15,685	15,920
13,331	13,267	13,218	13,515	13,814
698	685	651	577	504
820	816	812	809	806
944	939	934	930	927
-	-	-	-	-
944	939	934	930	927
150	457	773	784	796
150	304	464	471	478
-	-	-	-	-
2017/18	2018/19	2019/20	2020/21	2021/22
37,000	37,555	38,118	38,690	39,270
15,000	15,225	15,453	15,685	15,920
52,000	52,780	53,572	54,375	55,191
2017/18	2018/19	2019/20	2020/21	2021/22
53,464	54,774	56,113	56,937	57,774
53,342	54,730	56,067	56,935	57,772

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e. *Tables of Monthly vs Financial Year Figures*

Tables within the PayrollEntry tab may contain data by individual months or financial year totals. These can be told apart as the heading for monthly figures is "mmm-yy", while the heading for a table of financial year figures is 'Fin Yr #'.

Apr-17	May-17
1,588	265

Fin Yr 1	Fin Yr 1
34,000	34,000

Note that for a table of financial year figures, the same financial year total will be repeated in each column of the table for any given financial year. These yearly totals will still only be counted once per year in downstream calculations.

f. *Per Single Employee vs Time Headcount Figures*

The calculations within tables of the PayrollEntry tab may be per employee or multiplied by the headcount for that employee. The different types of calculation are grouped together into two sections. The calculation type is indicated in the section, table titles, and colour coding.

Light green for the 'per single employee' section.

Per Single Employee Section

Enter Employee Gross Monthly Salary	Employee	(For Reference Purposes Only)	Annual	Annual Salary Increase	0.0%
Employee	Type	Name or Employee Type	Salary	Salary Increase Month	4
Employee1	Direct	Employee1			

Light blue for the 'multiplied by headcount' section.

Multplied by Headcount Section

Enter Employee HeadCount	** Works correctly only for round numbers of Headcount*
Employee	
Employee1	Direct

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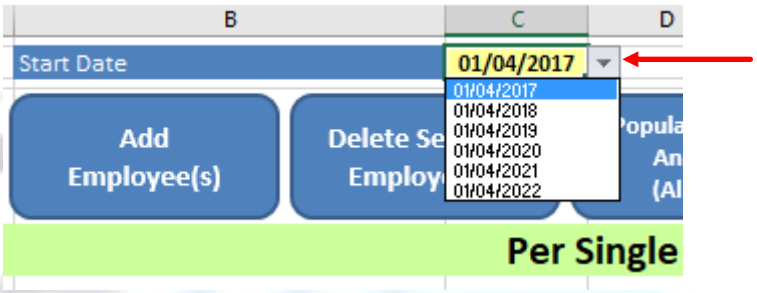
3. Dates and Rates

The start date of the forecasts is set in the top left of the PayrollEntry tab. By clicking in this cell you will be able to select the start date from the current year up to 5 years into the future. Each of the start dates is hard coded to 1st April of that year, if you need a different date then please contact FD4Cast at support@fd4cast.com.



The calculations use PAYE, NI, pension contribution and apprenticeship levy rates set in the RatesInput tab. The rates for the current year are known and exact, while those for future years are estimated projections. You should update these figures as appropriate to match your needs, and update as required when new rates are published.

EMPLOYER NI ALLOWANCE			Employer	Allowance
	Year Start	Year End	Allowance	Allocation
2017-2018	01/04/2017	31/03/2018	£3,000	Direct
2018-2019	01/04/2018	31/03/2019	£3,000	Direct
2019-2020	01/04/2019	31/03/2020	£3,000	Direct
2020-2021	01/04/2020	31/03/2021	£3,000	Admin
2021-2022	01/04/2021	31/03/2022	£3,000	Direct
2022-2023	01/04/2022	31/03/2023	£3,000	Direct
2023-2024	01/04/2023	31/03/2024	£3,000	Direct
2024-2025	01/04/2024	31/03/2025	£3,000	Direct
2025-2026	01/04/2025	31/03/2026	£3,000	Direct
2026-2027	01/04/2026	31/03/2027	£3,000	Direct
2027-2028	01/04/2027	31/03/2028	£3,000	Direct

The Employer NI Allowance table in the RatesInput tab has a column called "Allowance Allocation". This allows you to choose whether to use your employer NI allowance for Direct and Admin for each year.

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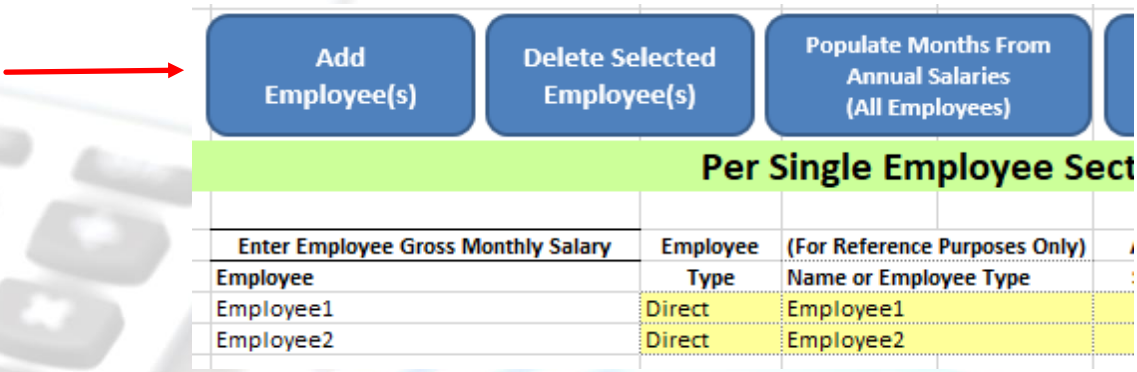
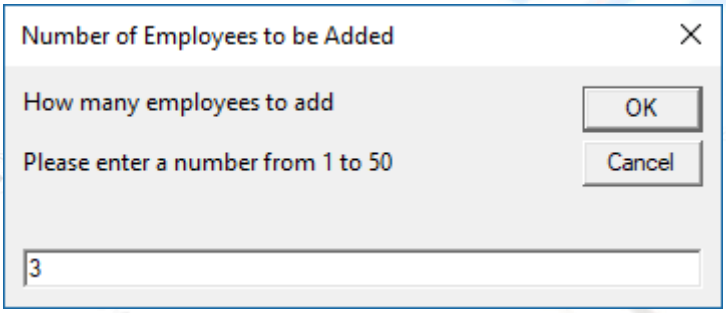
4. Adding / Deleting Employees

By default there are 2 employees in the Payroll Budgeter. Noting that employees may be an individual, or be used for a generic type of employee on the same salary and bonus.

You can add more employees by pressing the *Add Employee* button in the top left of the PayrollEntry tab.



Pressing this button will bring up the following form enabling you to add 1 to 50 extra employees. You can add more than 50 employees by clicking the same button again, but for speed and convenience each build 'loop' is limited to 50.



The new employees will be added to the bottom of the employee table, and all the other tables in the PayrollEntry tab.

Enter Employee Gross Monthly Salary	Employee	(For Reference Purposes Only)	Annual
Employee	Type	Name or Employee Type	Salary
Employee1	Direct	Employee1	
Employee2	Direct	Employee2	
Employee3	Direct		
Employee4	Direct		
Employee5	Direct		

By default the employees are all called "Employee" followed by an incremental number. You may call employees any name by typing in the name field. This name will then propagate through to all the other tables. In the following case, the new employees have simply been called A, B and C.

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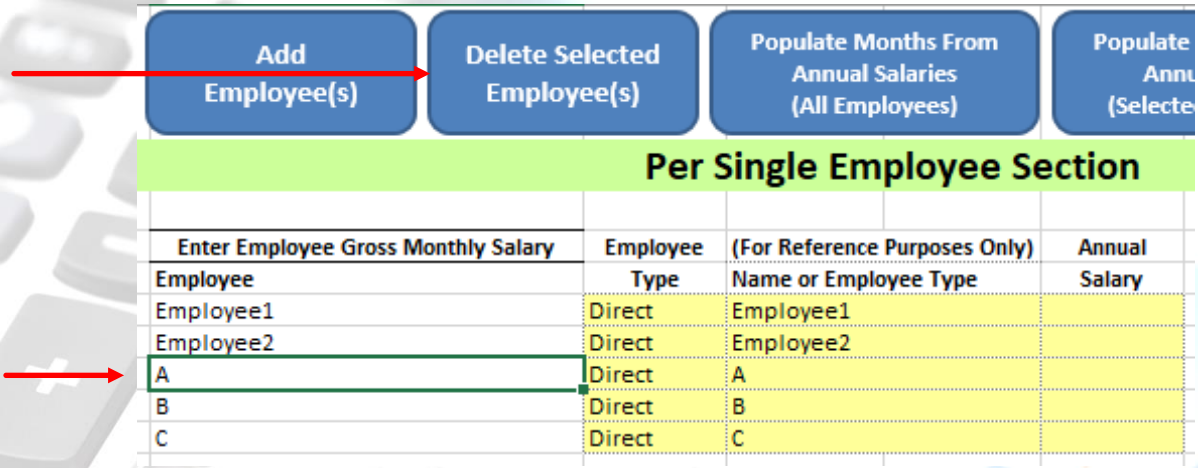
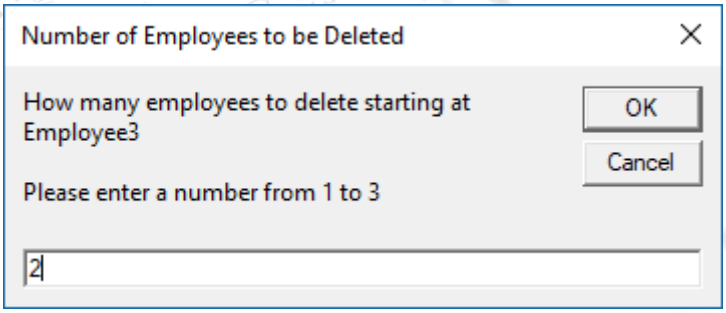
Enter Employee Gross Monthly Salary	Employee	(For Reference Purposes Only)
Employee	Type	Name or Employee Type
Employee1	Direct	Employee1
Employee2	Direct	Employee2
A	Direct	A
B	Direct	B
C	Direct	C

You may delete one or more employees by selecting the first employee to be deleted. Then pressing the *Delete Selected Employee(s)* button and specifying how many employees to delete below the first selected employee, including the selected employee.



In this example employee A is selected and 2 is given as the number to delete.



So employees A and B will be deleted as seen below.

Enter Employee Gross Monthly Salary	Employee	(For Reference Purposes Only)	Annual
Employee	Type	Name or Employee Type	Salary
Employee1	Direct	Employee1	
Employee2	Direct	Employee2	
C	Direct	C	

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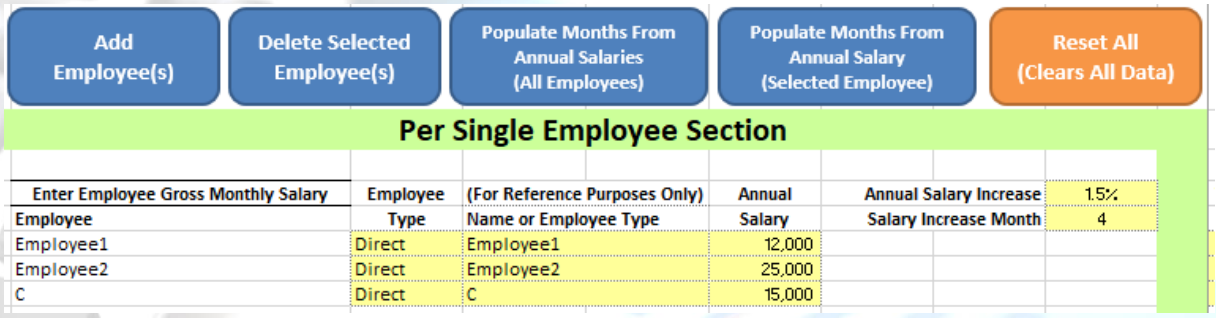
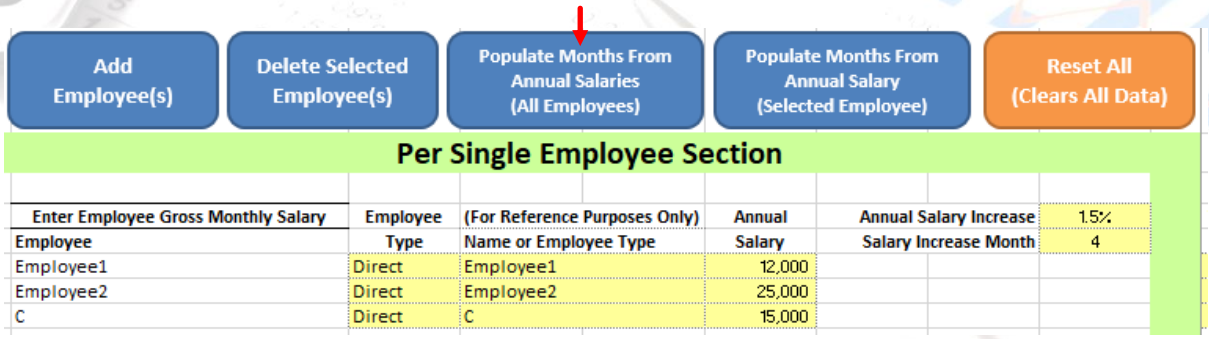
5. Employee Setup including Salary

In the *Employee Gross Monthly Salary* table you can enter the following details:

- Employee Type: Direct or Admin
- Employee Name: This could be a name or a job type. By default set to Employee#
- Annual Salary: If you want to make use of the 'Populate Monthly Salaries' button. Related to the annual salary you can also enter:
    - Annual Salary Increase: Optional % flex increase to apply to each salary once per year
    - Salary Increase Month: The month in each year that the annual salary increase is applied



If the annual salary details have been populated, then pressing the "*Populate Months from Annual Salaries (All Employees)*" button will populate all of the monthly salaries throughout the model. You will be asked to confirm that you wish to proceed, as this step will overwrite any existing monthly salary data.

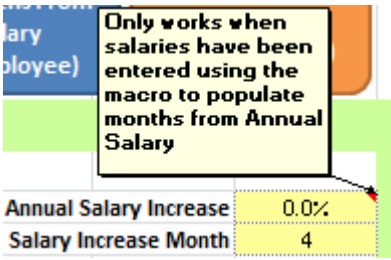


Note that a 1.5% increase has been applied from April 2018 in the below screenshot, as specified in the *Annual Salary Increase* and *Salary Increase Month* cells.

Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18
1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,015	1,015
2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,115	2,115
1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,269	1,269

Note that a 1.5% increase has been applied from April 2018

Please be aware that the flex option will only work after the 'Populate Months from Annual Salaries' button has been clicked, given that it creates a linked formula to the Annual Salary Increase input cell.



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Add Employee(s)	Delete Selected Employee(s)	Populate Months From Annual Salaries (All Employees)	Populate Months From Annual Salary (Selected Employee)	Reset All (Clears All Data)

Per Single Employee Section

Enter Employee Gross Monthly Salary	Employee	(For Reference Purposes Only)	Annual	Annual Salary Increase	1.5%
Employee	Type	Name or Employee Type	Salary	Salary Increase Month	4
Employee1	Direct	Employee1	12,000		
Employee2	Direct	Employee2	25,000		
C	Direct	C	15,000		

In the below example employee C was selected.

(For Reference Purposes Only)	Annual	Annual Salary Increase	1.5%	Year 1 Gross			
Name or Employee Type	Salary	Salary Increase Month	4	Pay To Date	Apr-17	May-17	Jun-17
Employee1	12,000						
Employee2	25,000						
C	15,000				1,250	1,250	1,250

You do not have to use the annual salary functionality as you can simple type or copy in each month's salary. You can also overtype any monthly salary, or delete salary month values to indicate when an employee starts or leaves, or create your own custom formula which works for you.

In the below example, only the first employee has a salary entered for all months. The second employee has started in June 2017, while the bottom employee left in August 2017.

Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17
1,000	1,000	1,000	1,000	1,000	1,000	1,000
		2,000	2,000	2,000	2,000	2,000
2,000	2,000	2,000	2,000	2,000		

There is a column titled "*Year 1 Gross Pay to Date*" in column K of the salaries table. This can be used to enter the salary for an employee from a previous employer. In the below example the top row employee joined in June 2017, so had received no salary in April and May, but has been populated with the equivalent of £3,000 for previous employment.

Year 1 Gross				
Pay To Date	Apr-17	May-17	Jun-17	Jul-17
3,000			2,000	2,000
	2,000	2,000	2,000	2,000
	2,000	2,000	2,000	2,000

Figures entered in the "*Year 1 Gross Pay to Date*" will feed into the *Gross Annual Salary* and *Personal Allowance* tables, but they will not be included in end results for your payroll.

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6. Bonuses

a. Bonus Entry and Accrual

Monthly bonuses may be entered in the table below the salaries. For each bonus you need to select a pay month as well as an amount. The column in which the bonus is entered corresponds to the accrual month, while the pay month is selected from a dropdown list within that column. The pay month is limited to dates within the same financial year as the accrual month.

Enter Employee Accrued Bonus			Accrual Mth	Apr-17	May-17	Jun-17	Jul-17
Employee			**Pay Mth**	Jul-17			
Employee1	Direct			10,000			
Employee2	Direct						
C	Direct						
Employee Bonus Payments							
Employee				Apr-17	May-17	Jun-17	Jul-17
Employee1	Direct			-	-	-	10,000
Employee2	Direct			-	-	-	-
C	Direct			-	-	-	-

In the above example a bonus is accrued in April 2017 for payment in July 2017.

Taking this simple case for illustration, where the only pay is from this one-off bonus of £10,000 with no additional monthly salary. At the very bottom of the PayrollEntry tab it can be seen that the bonus impacts on the "*Profit & Loss Effect*" calculation in April 2017, while it impacts on the "*Cash Flow Effect*" calculation in July 2017.

Profit & Loss / Cash Flow Effect			Apr-17	May-17	Jun-17	Jul-17
Profit & Loss Effect			10,000	-	-	-
Cash Flow Effect (assumes no salary lag)			-	-	-	10,000

Therefore, the P&L can be forecast for the months that the bonuses pertain to, while separately seeing the actual cash flow effect of paying the bonus later in the year.

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b. *Bonus Qualification for Pension Contributions*

Whether bonuses qualify for pension contributions can be set in the bonus table for each employee. There are separate columns for the employee and employer contributions, and they are both defaulted to "No".

Enter Employee Accrued Bonus		Pension Contribution Qualify?								
Employee		Employee	Employer						Accrual Mth	Apr-17
									Pay Mth	Jul-17
Employee1	Direct	No	No							10,000
Employee2	Direct	Yes	Yes							10,000
C	Direct	No	Yes							10,000

The effect on the pension contributions can be seen in the below screenshot of the pension calculation tables with the same settings as the above employees. To make the effect obvious, these employees have not been setup with a monthly salary. Each receives a bonus of £10,000, accrued in April for payment in July, with both pension rates set at 1%.

Employee Pension Calculation Times Headcount			Pension	
Employee			Override	Apr-17
Employee1	Direct			-
Employee2	Direct			100
C	Direct			-
Employer Pension Calculation Times Headcount			Pension	
Employee			Override	Apr-17
Employee1	Direct			-
Employee2	Direct			100
C	Direct			100

Employee 1 has both contributions set to "No", and so there is no pension contributions for this employee in the tables. Employee 2 has both contribution qualification flags set to "Yes", and so receives £100 contribution to both the employee and employer contribution. Employee C only has the employer contribution set to "Yes", so the employee contribution is zero, while the employer is £100.

7. Employee headcount

At the top of the "*Multiplied by Headcount*" section of the PayrollEntry tab is a table where Employee Headcount may be entered. This multiplies the employee salaries and bonuses by the entered headcounts. So rather than entering 5 employees at the same salary, you can enter one employee type and then input 5 into the headcount table for that employee.

Enter Employee HeadCount	* Works corre					
Employee			Apr-17	May-17	Jun-17	Jul-17
A	Direct		5	5	5	5
B	Direct		1	1	1	1
C	Direct		1	1	2	2

The headcount is entered monthly so that it may change as the number of employees in a particular role changes. In the above example role C starts with one employee, but is adjusted to 2 employees from June 2017. **Note the headcount must always be a whole number.**

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8. Pensions

The Payroll Budgeter tool calculates both employee and employer pension contributions. By default the pension contributions are calculated from the rates in the *Pension Contributions* table in the RatesInput tab.

PENSION CONTRIBUTIONS	Employee Contributions	Employer Contributions
2017-2018	1.0%	1.0%
2018-2019	3.0%	2.0%
2019-2020	5.0%	3.0%
2020-2021	5.0%	3.0%

While the rates in this table can be updated if desired, in the PayrollEntry tab there are override cells for each employee, for both employee and employer contribution rates. If a percentage is entered into these cells then it will be used instead of the rate from the RatesInput tab.

Employee Pension Calculation Times Headcount			Pension Override	Apr-17	May-17
Employee					
Employee1	Direct		5.00%	50	50
Employee2	Direct		0.00%	-	-
C	Direct			13	13
Employer Pension Calculation Times Headcount			Pension Override	Apr-17	May-17
Employee					
Employee1	Direct		5.00%	50	50
Employee2	Direct		1.00%	21	21
C	Direct			13	13

In the above example employee A has their pension contribution overridden to 5%, while employee B has their contribution set to 0%, and employee C is using the default rate. Similarly, the employer contribution for employee A has been overridden to 5%, while employee B has this set to 1% and employee C is using the default contribution.

There are flags in the bonus table to set whether bonuses qualify for pension contributions. How this works is explained in the above section on bonuses.

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9. Benefits in Kind

Near the bottom of the PayrollEntry tab there is a *Benefits in Kind* table. This enables manual entry of any benefit in kind figures that affect the gross salary, PAYE and NI. Below is a simple example where there is no salary or bonus, simply to illustrate how the benefits in kind feed into the monthly report figures.

Enter Benefits in Kind Total for Headcount		Apr-17	May-17
Benefit in Kind (BiK)	Direct	1,000	
PAYE Due on 'BiK'	Direct	500	
Employer NI Due on 'BiK'	Direct	200	
Benefit in Kind (BiK)	Admin		
PAYE Due on 'BiK'	Admin		
Employer NI Due on 'BiK'	Admin		

Totals Section

Apprenticeship Levy		Fin Yr 1	Fin Yr 1
Total Annual Apprenticeship Levy		-	-

Monthly Report Figures Direct Labour		Apr-17	May-17
Gross Salary inc Benefits in Kind	Direct	1,000	-
Net Salary	Direct	500	-
PAYE	Direct	500	-
Employee's NI Contribution	Direct	-	-
Employer's NI Contribution Gross	Direct	200	-
Employer's NI Contribution Allowance	Direct	(200)	-
Employer's NI Contribution Net		-	-
Employee's Pension Contribution	Direct	-	-
Employer's Pension Contribution	Direct	-	-
Apprenticeship Levy	Direct	-	-

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10. Totals Section

At the very bottom of the calculations on the PayrollEntry tab there are tables summarising the monthly and annual reporting figures and totals.

There are separate reporting sections for the employees who have been flagged as either "*Direct*" or "*Admin*"

At the very bottom there are summary tables of the "*Total Gross Annual Wage Bill*", "*P&L Effect*", "*Cash Flow Effect*", and *"Balance Sheet Effect"*. Note that bonuses impact the "*P&L Effect*" on the accrual month, whilst they impact the "*Cash Flow Effect*" on the payment month. These tables allow users to link directly to them when creating bespoke financial forecasting and budgeting models.

Profit & Loss Entries

Totals Section

Apprenticeship Levy		Fin Yr 1	Fin Yr 1	Fin Yr 1	Fin Yr 1	Fin Yr 1	Fin
Total Annual Apprenticeship Levy		-	-	-	-	-	

Total Gross Annual Wage Bill		Fin Yr 1	Fin Yr 1	Fin Yr 1	Fin Yr 1	Fin Yr 1	Fin
Total Annual Wage Bill Direct	Direct	87,714	87,714	87,714	87,714	87,714	8
Total Annual Wage Bill Admin	Admin	67,754	67,754	67,754	67,754	67,754	6
Total Annual Wage Bill		155,468	155,468	155,468	155,468	155,468	15

PROFIT & LOSS EFFECT Monthly Report Figures (Profit & Loss) Direct Labour		Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep
Gross Salary	Direct	6,667	6,667	6,667	6,667	6,667	
Benefits in Kind	Direct	-	-	-	-	-	
Net Salary	Direct	4,448	4,448	4,448	4,448	4,448	
PAYE	Direct	1,725	1,725	1,725	1,725	1,725	
Employee's NI Contribution	Direct	427	427	427	427	427	
Employer's NI Contribution Gross	Direct	826	826	826	826	826	
Employer's NI Contribution Allowance	Direct	(826)	(826)	(826)	(522)	-	
Employer's NI Contribution Net		-	-	-	305	826	
Employee's Pension Contribution	Direct	67	67	67	67	67	
Employer's Pension Contribution	Direct	67	67	67	67	67	
Apprenticeship Levy	Direct	-	-	-	-	-	

Cash Flow and Balance Sheet Entries

CASH FLOW EFFECT Monthly Report Figures (Cash Flow) Direct Labour	
Gross Salary inc Benefits in Kind	Direct
Net Salary	Direct
PAYE	Direct
Employee's NI Contribution	Direct
Employer's NI Contribution Net	Direct
Employee's Pension Contribution	Direct
Employer's Pension Contribution	Direct
Apprenticeship Levy	Direct
Admin	
Gross Salary inc Benefits in Kind	Admin
Net Salary	Admin
PAYE	Admin
Employee's NI Contribution	Admin
Employer's NI Contribution Net	Admin
Employee's Pension Contribution	Admin
Employer's Pension Contribution	Admin
Apprenticeship Levy	Admin

BALANCE SHEET EFFECT Monthly Report Figures (BS Liabilities) Direct Labour		Apr-17
Accrued Bonuses	Direct	-
PAYE	Direct	1,725
Employee's NI Contribution	Direct	427
Employer's NI Contribution	Direct	-
Employee's Pension Contribution	Direct	67
Employer's Pension Contribution	Direct	67
Apprenticeship Levy	Direct	-
Admin		**Apr-17**
Accrued Bonuses	Admin	-
PAYE	Admin	1,058
Employee's NI Contribution	Admin	394
Employer's NI Contribution	Admin	596
Employee's Pension Contribution	Admin	50
Employer's Pension Contribution	Admin	50
Apprenticeship Levy	Admin	-
Summary Balance Sheet Liabilities		**Apr-17**
Accrued Bonuses		-
HMRC		4,199
Pensions Contributions		233

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Finally, on the very far right of the spreadsheet, financial year totals are given for each of the worksheet rows so that users can see the annual effect of salary increases year-on-year.

Annual Summary Totals

PROFIT & LOSS EFFECT						
Monthly Report Figures (Profit & Loss)						
Direct Labour		2017/18	2018/19	2019/20	2020/21	2021/22
Gross Salary	Direct	80,000	84,000	88,200	92,610	97,241
Benefits in Kind	Direct	-	-	-	-	-
Net Salary	Direct	53,380	54,202	55,113	57,895	60,795
PAYE	Direct	20,696	22,080	23,400	24,724	26,136
Employee's NI Contribution	Direct	5,124	5,198	5,277	5,360	5,448
Employer's NI Contribution Gross	Direct	9,914	10,429	10,973	11,546	12,149
Employer's NI Contribution Allowance	Direct	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
Employer's NI Contribution Net		6,914	7,429	7,973	8,546	9,149
Employee's Pension Contribution	Direct	800	2,520	4,410	4,631	4,862
Employer's Pension Contribution	Direct	800	1,680	2,646	2,778	2,917
Apprenticeship Levy	Direct	-	-	-	-	-
Admin		2017/18	2018/19	2019/20	2020/21	2021/22
Gross Salary inc Benefits in Kind	Admin	60,000	63,000	66,150	69,458	72,930
Benefits in Kind	Admin	-	-	-	-	-
Net Salary	Admin	41,980	42,652	43,426	45,625	47,910
PAYE	Admin	12,696	13,680	14,580	15,463	16,412
Employee's NI Contribution	Admin	4,724	4,778	4,836	4,897	4,961
Employer's NI Contribution Gross	Admin	7,154	7,531	7,930	8,351	8,794
Employer's NI Contribution Allowance	Admin	-	-	-	-	-
Employer's NI Contribution Net		7,154	7,531	7,930	8,351	8,794
Employee's Pension Contribution	Admin	600	1,890	3,308	3,473	3,647
Employer's Pension Contribution	Admin	600	1,260	1,985	2,084	2,188
Apprenticeship Levy	Admin	-	-	-	-	-

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