

Pilot Financial Fee Schedule: Workplace Services

Flexible Employee Benefits Solutions

	Fee (ex. VAT & Expenses)
Employer fact find and high-level benefits review	No charge
Initial Implementation: <ul style="list-style-type: none"> New scheme benefits design. Sourcing benefits suppliers. Employee communications (design and delivery). Audit of payroll capability & required changes Salary sacrifice compliance & assessment 	£2,500 - £5,000
Secondary Implementation: <ul style="list-style-type: none"> Set-up of selected benefits, as required (to a maximum of 15), total reward statements and online payslips. Includes all project management, software configuration, testing, branding, data & initial content loading*. <p>*Expected lead-time of 3 to 4 months, based on complexity. Confirmed project plan following detailed requirements.</p>	£2,500 - £5,000

	Fee per Employee, per Annum (ex. VAT)
Annual <i>BenefitFlex</i> Platform Licencing Fee	
0-249* employees	£60.00
250-499 employees	£54.00
500-999 employees	£48.00
1000+ employees	£42.00

*A minimum fee will apply

Workplace Pensions

	Fee (ex. VAT & Expenses)
Auto-Enrolment <ul style="list-style-type: none"> • Assessing workforce. • Defining qualifying earnings & contribution rates. • Selecting a scheme provider. • Selecting a suitable default investment fund. • Liaising with payroll department and the scheme provider. • Scheme set up & implementation. • Initial communication to employees. 	£2,500 - £5,000
Workplace Pension Scheme: Governance & Support <ul style="list-style-type: none"> • Establishment of a Pension Governance Committee. • Provision of ongoing information and support to the Committee. • The Committee will be responsible for the following: <ul style="list-style-type: none"> • Ensuring compliance with the employer's legal duties under the Pensions Act 2008. • Monitoring and reviewing the suitability of the scheme's default investment strategy. • Monitoring and reviewing scheme costs to ensure continued value for money. • Assessing the communication of scheme benefits. • Monitoring participation and contribution rates. • Monitoring and reviewing the quality of administration (eg. accuracy of transactions) and service delivery standards. • Identifying and assessing any risks to the scheme. • Remaining informed on any legal or regulatory changes relevant to the employer or to scheme members. • Ongoing administration & liaison with scheme provider. • The Pensions Regulator - reporting & compliance. 	£2,500 - £7,500
Employee engagement seminars (per half day/day)	£950/£1,500

Please note:

- We will always agree a fixed fee in advance of undertaking any work. However, if the scope of the solution changes, or the information on which we have based our estimate is updated, this may result in additional work and additional fees may then be chargeable.
- Additional work is charged at a blended rate of £950 per day plus VAT. No chargeable work will be undertaken without the client's prior consent.
- All figures subject to revision, based on detailed requirements.
- A 3-year initial contract applies.
- The Financial Conduct Authority (FCA) does not regulate guidance to businesses on many employee benefits, including workplace pension schemes. Where advice on FCA regulated products and services is required, Pilot Financial Planning Ltd will deliver this service. The client will be notified and separate terms of business will be issued at this point.