

## APPENDIX 4

Employer	Payroll Month	Days late	Cumulative occasions	Amount	Significance	Reason / Action
Bath Tourism	October	2	1	3,272.30	Value / days late not significant.	Clerical error. They have been reminded of their obligation to pay by 22 <sup>nd</sup> of the month.
Circadian Trust	October	4	1	34,103.70	Significant Value.	Payroll provider supplied wrong payroll information. They have been reminded of their obligation to pay by 22 <sup>nd</sup> of the month.
Bristol Waste Company	November	2	1	26,051.42	Significant Value.	New employer with problems setting up payroll and payments systems. January contributions were paid on time.
South West Grid for Learning	November	2	1	4,794.06	Value / days late not significant.	Misunderstood BACS timing. This has now been explained to them.
The Park Community Centre	November	8	1	2,766.62	Significant days late.	Cash shortage over Christmas. The matter has been discussed with them and they have been reminded of their obligation to pay by 22 <sup>nd</sup> of the month.
Destination Bristol	November	17	1	7,672.40	Significant days late.	Administrative errors were prolonged due to Christmas & New Year break. Systems are being put in place to avoid this in future.
Frampton Cotterell	December	3	1	1,702.46	Value / days late not significant.	Misunderstood BACS timing. This has now been explained to them.
South West Grid for Learning	December	3	2	4,794.06	Value / days late not significant.	Misunderstood BACS timing. This has now been explained to them.
Bristol Waste Company	December	4	2	20,561.71	Significant Value.	New employer had problems setting up payments systems. These are now resolved and January contributions were paid on time.
<b>Total Days</b>		<b>45</b>		<b>105,718.73</b>		
<b>Total Contributions in Quarter</b>				<b>28,911,000</b>	<b>Late Payments as Percentage of total 0.37%</b>	

All late payers are contacted and reminded of their obligations regarding the timing of payments. Where appropriate they are advised on alternative, more efficient methods of payment. Where material, interest will be charged on late payments at base rate plus 1% in accordance with the regulations.