



Chapter 4

Paying your PA

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Chapter 4

Paying your PA



Now that you're an employer, there are some important things to remember in terms of managing your money and keeping records. This guide only deals with things related to employing a PA. Your Personal Budget Advisor will be able to give you more general details about managing your personal budget effectively and any guidelines you need to follow.

Keeping records of spending

You're probably already aware of the importance of keeping receipts and records of payment for everything you buy using your personal budget, to show that what you have paid for is part of your agreed support plan. This includes chequebook stubs, bank statements, invoices, receipts and, of course, your PA's timesheets and pay slips.

Remind your PA to keep records of any money they spend on your behalf.



There's a form in Chapter 6 which you could use to help you keep track of what you spend.

Change in employee circumstances

If you stop employing a PA, need to hire a further PA or make some other change, let your care manager and your **Personal Budget Advisor** know immediately.

Paying your PA

In order to pay your PA you will need to be registered with HMRC as an employer. Speak to your **Personal Budget Advisor** to make sure National Insurance contributions and tax are deducted from your PA's wages and paid to HMRC.

Pension

If you have fewer than five staff you don't need to provide access to a pension. If you employ five people or more, you'll need to give them access to a Stakeholder Pension Policy. The Government Pension Service can advise you about how to do this ([see the Contacts page](#)) or talk to your **Personal Budget Advisor**.



Managing money safely

It's very important to protect yourself (and your PA) when managing money. No matter how trustworthy someone is, it's a good idea to have a few basic rules to avoid any misunderstandings. Here's a handy checklist - read through this with your PA right at the start so you are both agreed.



Keeping safe with money - a checklist

- Never lend money to your PA
- Never borrow from your PA
- Never leave money around the house
- Do not reveal your bank PIN to anybody
- Ask your PA to keep all receipts when shopping for you so you can keep track of spending
- Be very clear about where and how to pay your bills
- Do not have your PA as a signatory on your bank or building society account
- Never advance your PA's wages
- If your PA collects your benefits or pension, make sure you know exactly how much it will be
- Do not get involved in your PA's financial affairs, even if they ask your advice
- Don't let your PA become involved in your financial affairs





Checklist – paying your PA

- Remind your PA to pass on to you ALL receipts and records of payment for anything they buy on your behalf, which is paid for out of your personal budget. Keep these safe for future reference (page 33).
- Keep copies of your PA's timesheets and pay slips (page 33).
- If you stop employing a PA, need to hire an additional PA or make some other change, tell your **Personal Budget Advisor** and care manager immediately (page 33).
- Check with your **Personal Budget Advisor** to make sure they have registered you with HMRC as an employer and will organise for the National Insurance contributions and tax to be dealt with (page 33).
- If you employ five people or more, you'll need to give them access to a pension. Talk to your **Personal Budget Advisor** or contact the Government Pension Service (see the **Contacts** page).

It's important to keep receipts and records of payments for everything you buy using your personal budget ... this includes chequebook stubs, bank statements, invoices, receipts and your PA's timesheets and pay slips.

