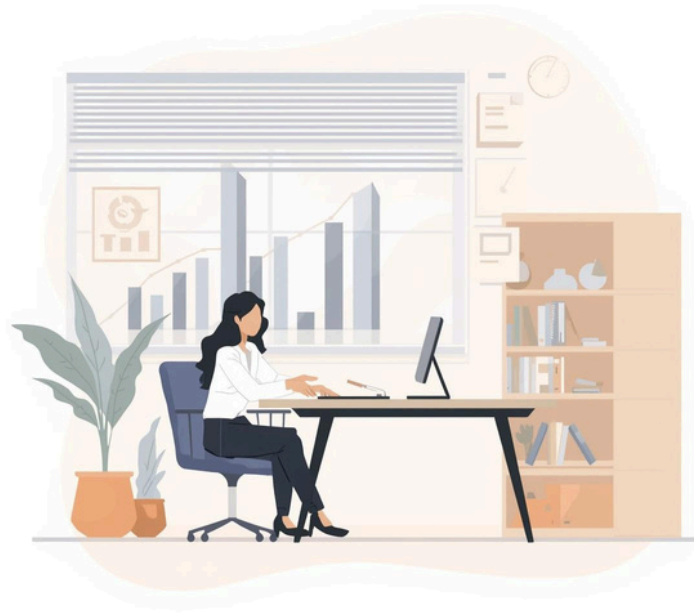
# TUESDAY'S TOP TIP

SHARD Business Services

*OUR WEEKLY DOSE OF SMART BUSINESS AND FINANCE TOP TIPS*



## Check Payroll RTI Submissions & Reconciliation Monthly

**Why?**

Accuracy & Compliance

- Ensure payroll figures reported to HMRC are correct and complete
- Reconcile payroll to the general ledger and staffing records

Risk Management

- Identify discrepancies such as overpayments or incorrect deductions
- Prevent HMRC penalties or compliance issues

**Useful Resources**

- HMRC – PAYE and RTI guidance
- Teachers' Pensions / LGPS employer guidance
- DfE Academy Trust Handbook – payroll controls
- CIPFA payroll assurance resources

**Benefit**

Carrying out monthly payroll reconciliation and RTI checks ensures that one of the Trust's largest areas of expenditure is accurate, compliant, and well controlled. It enables early identification of discrepancies such as incorrect pay, pension contributions, or tax deductions, reducing the risk of financial loss and employee dissatisfaction.

A consistent review process also strengthens financial governance by ensuring that payroll aligns with HR records and approved staffing structures.

This provides assurance to auditors and leadership that controls are operating effectively, supports statutory compliance, and ensures the Trust meets its obligations to both employees and HMRC.

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