



Services Outline & Fees

What is BOSS?

Bringing together the specialist skills of Action Hampshire & Basingstoke Voluntary Action in supporting Voluntary, Community and Social Enterprise (VCSE) organisations, BOSS has been launched as a joint initiative between the two organisations as a way of making access to essential business support services as painless and affordable as possible.

What does BOSS offer?

Accountancy, Bookkeeping & Payroll Services – including a suite of options ranging from a one-off independent examination of your accounts or helping you get your accounting software package setup, through to taking care of your full bookkeeping or payroll needs - and everything in between!

Pricing*	
Bookkeeping	£19 per hour
Payroll & Pension Scheme Processing	Payroll - £15 for 1 st employee + £2 for each subsequent employee (per pay run) Pension Scheme Processing - £10 for 1 st employee + £1 for each subsequent employee (per pay run) One off set-up costs: £30 (payroll), £15 (pension scheme)
Management Accounts	£25 per hour
Independent Examinations	£ Variable – please enquire

Office Space, Meeting Room, Hot Desk and Registered Address Services – whether you need a full time office for your organisation, a desk for just a few hours a month or simply an address to register your business and collect mail, our Winchester or Basingstoke locations are sure to offer just what you’re looking for.

Pricing*	Winchester	Basingstoke
Hot Desking	£49 p/month (unlimited time)	£28 p/month (8hr package)
Meeting Room Hire	£25 p/hour from Jan 2021	£5-20 p/hour (size variable)
Registered Address Service	£30 p/month	£20 p/month
Office Space		£ Variable – please enquire
<ul style="list-style-type: none"> • Flexible • Private office 	<ul style="list-style-type: none"> • £120 p/month • From £295 p/month 	



Printing & Photocopying Services – from leaflets and flyers to annual reports and mailouts, we can support your one-off or recurring printing needs.

Pricing*	
A4 Black & White	£0.05 per page
A4 Colour	£0.10 per page

HR Advice & Business Mentoring – if you're facing questions, queries or concerns about a range of organisational issues, why not arrange a consultation with our HR Advisors or Organisational Development Consultants to help steer you through.

Pricing*	
HR Advice (free initial consultation)	£55 per hour
Business Mentoring/Development Meeting (free initial consultation)	£60 per hour

*Please note that all prices exclude VAT.