

Make payday last a lifetime

Believe in
children



Barnardo's

Payroll Giving Pack for employers

It's amazing to think that people were donating to Barnardo's through their pay as long ago as 1905.

A lady called **Effie Bentham** first joined a Barnardo's young helpers' group in 1892. Shortly after Dr Barnardo's death, she had a dream which convinced her that God wished her to raise funds for charity from the poor, based on donations of a farthing a week.

Effie took her idea to William Baker, Barnardo's successor, who promptly asked her to spend a year organising the scheme. It was to be named the **National Farthing League**.

The force of her personality was such that within ten years, workers in factories, pits and laundries the length and breadth of the UK were League members. Remarkably, Effie ran the League for over 50 years, raising millions and worked without pay right up until her death at the age of 97 in 1970.

Barnardo's is very proud of its history and how Effie's idea to give directly from pay has developed over the years and is now promoted by tens of thousands of charities and organisations across the world.

Today, Payroll Giving is a fantastic way for employers large and small to **demonstrate social responsibility** and a **commitment to good causes** in their local community and beyond.

Even small, regular donations make a big difference. If just ten employees at your company donated as little as a £1 a week for a year, this would pay for one month's worth of **support group sessions** for **80 young people** whose parents misuse drugs and alcohol.

Your support will help Barnardo's to continue working with some of the UK's most vulnerable children and young people.

Let's get started

We have created a simple Payroll Giving guide for employers to help you get started and to ensure you have a successful scheme.

Your pack contains a guide to setting up and managing a Payroll Giving scheme, ideas for promoting your scheme to make it as successful as possible, a joining form and a poster to advertise the scheme to your employees.

We have a dedicated team on hand five days a week to help you get started and with managing your scheme. If you require any further information, please call **0121 504 2445** or email **workplacegiving@barnardos.org.uk**



Make payday last a lifetime

Believe in children



Barnardo's

Promoting Payroll Giving in the workplace

Once you have set up your Payroll Giving scheme, we can help you make your scheme a success. For example, we can arrange for a fundraiser to visit your workplace to promote Payroll Giving to your employees. Location isn't an issue and neither is size – we visit sites with anything from a handful of employees to thousands.

A promotion to suit you

We will work with you to provide a tailored promotion that appeals to your employees and suits your work environment. We can set up a display in a communal area, such as a reception or canteen, or chat to your employees at their workstations, either individually or in small groups. To help maintain your scheme and continue to recruit donors between visits, we can help you to promote the scheme through your intranet site, email and induction packs. For example, we strongly recommend you print off copies of the joining form and place them in your induction packs, or you could even add our joining form URL address to your intranet site www.barnardos.org.uk/payroll_giving_form.

We will supply all the materials and support you to publicise the scheme. When your colleagues join the scheme, please forward copies of the joining forms to us.

Get recognition for having a successful scheme

The renowned **Payroll Giving Quality Mark** recognises and rewards organisations for making Payroll Giving available to their staff. It comprises Bronze, Silver and Gold Awards for different levels of participation.

Once you set up a Payroll Giving scheme, you should receive a certificate each year from your Payroll Giving Agency, plus a logo for use on your letterheads, websites and other company literature. These acknowledge that you have implemented Payroll Giving and demonstrate (both within your organisation and publicly) that you are committed to the good causes your employees care about.

Make payday last a lifetime

Believe in children



Barnardo's

Employers' Guide

Payroll Giving is both easy and important

More than 10,000 UK employers currently operate a Payroll Giving scheme. It is the easiest way for employees to give regularly to charity – and it's simple, flexible and tax-efficient. As Payroll Giving is regular and planned, it means a consistent supply of funds – and consistent income is our lifeblood, because we are in it for the long-term. Your employees can help provide a vital source of income to Barnardo's, meaning we can offer long-term solutions to thousands of the UK's most vulnerable children, young people and their families.

It costs the donor less

Your employees choose how much they want to give each month (minimum £1), and the charities they want to support. The donation is then taken from their pay before tax, so it costs them less. For example, a donation of £5 per month costs the basic rate tax payer just £4, but because the taxman pays the rest, the charity will receive the full £5 pledged. For the higher-rate tax payers, it's even more beneficial as Payroll Giving is the only way that the full 40% and 50% additional tax can be received by the charity.

What's it worth?

You pledge Monthly	Cost to you Basic rate tax payer	Cost to you Higher rate tax payer	Charity receives
£5.00	£4.00	£3.00	£5.00
£7.50	£6.00	£4.50	£7.50
£10.00	£8.00	£6.00	£10.00
£12.50	£10.00	£7.50	£12.50
£15.00	£12.00	£9.00	£15.00
£20.00	£16.00	£12.00	£20.00

How to set up a Payroll Giving scheme

Practically all computer payroll programs now offer the facility of making charitable deductions before tax. A charitable deduction is no different from any other deduction from pay. The main step is to sign-up with a Payroll Giving Agency, whose details will be provided to you by Barnardo's. Initially, a fundraiser will introduce the scheme to your colleagues and those wishing to join will be asked to sign a joining form to allow their donation to be deducted from their gross pay.

The payments need to be sent directly to the appointed Payroll Giving Agency on a regular basis, either monthly or quarterly, by cheque or by BACS payment. For further information, please refer to the Payroll Giving Agency contract. Payments should be accompanied with the following:

- a list of all employees who are donating via the scheme
- your Payroll Giving number – this will be provided by the agency upon receipt of the joining form
- details of anyone who has left or joined the scheme
- details of any changes to employee information e.g. name change.

When your colleagues join the scheme, please forward copies of the joining forms to us. If you require any further information, please call **0121 504 2445** or email us at workplacegiving@barnardos.org.uk

Please join our campaign to help make payday last a lifetime

Make payday last a lifetime

Believe in children



Barnardo's

Your employer is supporting Barnardo's Payroll Giving campaign to help make payday last a lifetime.

Payroll Giving is a HM Customs & Revenue scheme that enables employees to donate tax-free through their pay to any charity in the UK. Payroll Giving is regular giving, meaning a consistent supply of funds. Because Barnardo's helps children over the long term, consistent income is our lifeblood.

A donation is taken from your pay before tax, so it costs you less. For example, a donation of £5 per month costs a basic rate tax payer just £4, but because the taxman pays the rest, the charity will receive the full £5 pledged.

What's it Worth?	You pledge Monthly	Cost to you Basic rate tax payer	Cost to you Higher rate tax payer	Charity receives
	£5.00	£4.00	£3.00	£5.00
	£7.50	£6.00	£4.50	£7.50
	£10.00	£8.00	£6.00	£10.00

Even small, regular donations make a big difference. If just 10 employees donated as little as a £1 a week for a year, this could pay for one month's worth of **support group sessions** for **80 young people** whose parents misuse drugs and alcohol.

Here are just a few examples of how your £1 a week could mark a real turning point in the life of a child in desperate need.

- One week's running costs of a **community youth group** for children living in disadvantaged areas.
- An **abused child** can get involved in confidence-building activities such as sport, art or drama for a day.
- Special toys and books for two families with severely **disabled children**.

We can only do this with the kind help of people like you – please support Barnardo's through your pay and **sign up today**.

For Payroll Giving enquiries please contact: Barnardo's Workplace Giving team
Email: Workplacegiving@barnardos.org.uk
Tel: **0121 504 2445/550 5271**
www.barnardos.org.uk/workplacegiving

Please complete in **BLOCK CAPITALS**

Title: Mr Mrs Miss Ms
(please tick as appropriate)

First name _____

Surname _____

Home address _____

Postcode _____ Tel _____

Email _____

Employee (staff/clock) no. _____

NI no.

Signature _____ Date _____

I would like to give the following amount on each payday: (please tick as appropriate)

Weekly

£1 £2 £3 £4 £5 Other £ _____

Monthly

£5 £7 £10 £15 £20 Other £ _____

This is the first donation

This replaces any existing donation

Employer supporter no. _____

Employer name _____

Employer address _____

Postcode _____

Tel _____

Payroll Giving Agency _____

Believe in children



Barnardo's

Please return this form to your payroll department.



Barnardo's adheres to the Fundraising Promise and Fundraising Standards Board guidelines.

We value your support and would like to keep you informed about our work with children in the UK and fundraising activities. If you do not wish to receive further information from Barnardo's, please write to Supporter Care, Barnardo's, Tanners Lane, Barkingside, Ilford, Essex IG6 1QG. Barnardo's Registered Charity Nos. 216250 and SC037605 14251pe11

Join today!

Your employer is supporting Barnardo's Payroll Giving campaign to help **make payday last a lifetime.**

Payroll Giving is regular giving, meaning a consistent and vital supply of funds to Barnardo's.

Even small, regular donations make a big difference. If just 10 employees donated as little as a £1 a week for a year, this could pay for one month's worth of **support group sessions** for **80 young people** whose parents misuse drugs and alcohol.

We work in the heart of local communities across the UK. Chances are there's a project near you, so you are changing lives where you live and work.

Here are just a few examples of how your £1 a week could mark a real turning point in the life of a child in desperate need:

- One week's running costs of a **community youth group** for children living in disadvantaged areas.
- An **abused child** to get involved in confidence-building activities such as sport, art or drama for a day.
- Special toys and books for two families with **severely disabled children.**

We can only do this with the kind help of people like you - please start supporting Barnardo's through your pay and **sign up today.**

It's really simple - to find out how, speak to your payroll manager.

Make payday last a lifetime

Believe in children



Barnardo's

www.barnardos.org.uk

Barnardo's Registered Charity No: 216250 and SC037605

