

# Make payday last a lifetime



## Payroll Managers' Guide

### Payroll Giving is both easy and important

More than 10,000 UK employers currently operate a payroll giving scheme and for those that do not, Payroll Giving has barely any set-up costs and is easy to administer. Payroll Giving is one of the easiest ways 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' support 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 higher-rate tax payers, it's even more beneficial.

### How to set up a Payroll Giving Scheme

Practically all computer payroll programs now offer the facility of making charitable deductions before tax. The main step is to sign-up with a Payroll Giving Agency, whose details will be provided to you by Barnardo's. Initially, the Barnardo's fundraiser will introduce the scheme to your colleagues and those wishing to join will be asked to sign a mandate to allow their donation to be deducted from their gross pay.

The payments need to be sent directly to the appointed 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 mandates
- Barnardo's source code number – this will be given to you by Barnardo's and a record will be created for your company
- Details of anyone who has left or joined the scheme
- Details of any changes to employee information e.g. name change.

If you require any further information, please call 0121 504 2445 or email [workplacegiving@barnardos.org.uk](mailto:workplacegiving@barnardos.org.uk)

**Please join our campaign to help make payday last a lifetime. Thank you.**

### Workplace Giving Team

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