

Payroll Giving – An Easy Guide

Brain tumours are the biggest cancer killer of children and adults under 40.

Every day 25 people are diagnosed with a brain tumour in the UK.

About us

The Brain Tumour Charity is at the forefront of the fight to defeat brain tumours and is the only national charity making a difference every day to the lives of people with a brain tumour and their families. We need your support to help fund pioneering research to increase survival, raise awareness of the symptoms and effects of brain tumours and to enable us to provide support for everyone affected to improve quality of life.

We are 100% reliant on voluntary donations so every person that signs up through payroll giving really will make a difference. By getting your company involved in payroll giving today, you can join the fight to defend the most important part of the human body.

This handy guide is for the person or team responsible for setting up or running Payroll Giving in your organisation. If that's not you then please do pass this guide onto your Payroll or HR team. You can find a form to sign up to Payroll Giving as an individual within your company at thebraintumourcharity.org/payroll

What is Payroll Giving?

Payroll Giving is a tax efficient scheme that lets employees donate to their chosen charities. The scheme allows for effortless regular donations through an employee's salary before tax is deducted. Payroll Giving is a great way of providing charities, like The Brain Tumour Charity, with a regular income stream and gives employees a tax break on their donation.

What are the benefits of having a Payroll Giving scheme in your organisation?

- **Boost your company's reputation and Corporate Social Responsibility profile**
- **Virtually no set-up costs**
- **Easy for employees** - staff can easily make regular donations to charities that are important to them.
- **Promote charitable giving across your organisation**
- **Great for staff morale** - increases community atmosphere and galvanises employees behind charitable giving.
- **Fully flexible** - employees can choose to sign up at any point, and stop whenever they want. Staff are free to increase or decrease the amount they donate, change or add additional charities they donate to, as they wish.

How can my organisation start a Payroll Giving scheme?

Step One - Get your Payroll, HR and Management teams on board

The scheme is really easy to set up and can offer a huge range of benefits to your organisation and employees. By getting your organisation's CEO or Senior Management to endorse Payroll Giving, your Payroll and HR teams will be more likely to support setting up the scheme and staff will be inspired to sign up.

Step Two - Register with a Payroll Giving Association (PGA)

Payroll Giving is done through an employee's gross pay, so HMRC need an audit trail. PGAs ensure that money is distributed to charities and make sure that HMRC have everything they need.

Your Payroll and HR team can find a list of HMRC approved PGAs here to find one to sign you to: www.hmrc.gov.uk/businesses/giving/payroll_agencies.htm

Step three- Get Sign-ups

We can help you promote the scheme to staff with simple, inspiring presentations, information and a sign-up form. Staff can sign up to payroll giving by using The Brain Tumour Charity Payroll Giving form (visit thebraintumourcharity.org/payrollgiving).



Promoting the scheme internally

- Include The Brain Tumour Charity Payroll Giving information and sign up form in all induction packs for new starters.
- Get buy in from senior management - make sure your senior team sign up to the scheme and generate some internal publicity around this. Use your internal comms, intranet, emails, noticeboards etc. to let staff know about the scheme.
- Desk drop - have relevant forms and information about Payroll Giving and The Brain Tumour Charity placed on everyone's desks.
- Invite The Brain Tumour Charity to come in and talk about Payroll Giving and what we do. We can give presentations, answer any questions your employees or payroll team may have and inspire people to sign up by letting them know the difference their donations will make.

"Payroll Giving is a simple and efficient way for our employees to make donations to their favourite charities."

"We have operated this scheme for a number of years now and as we run it on a salary sacrifice basis, the charities receive even more money. We have been proud recipients of the Payroll Giving Gold Award for the last 4 years and managed to raise over £6,000 in 2013 for charities through this scheme!"

HR Team, Dennis Publishing

More information:

If you have any other questions about Payroll Giving or supporting the Brain Tumour Charity, we would love to hear from you.

corporate@thebraintumourcharity.org
01252 749043
thebraintumourcharity.org/payrollgiving

Thank you



Step Four - Claim your award!

Organisations that have a Payroll Giving scheme in place are eligible for the Quality Mark Awards. The awards celebrate the achievements of employers that have adopted and successfully promoted Payroll Giving schemes in their workplaces, and have enabled their employees to give to the charities that matter most to them. Your company can become a bronze, silver or platinum award holder by signing up 1%, 5% or over 10% of your work force respectively.

How much will it cost staff to donate and how much will The Brain Tumour Charity receive?

The real cost to an employee is much less than the amount they pledge to donate, as the tax they pay is also donated to the charity.

Employee Pledges	Costs to the employee at the 20% tax rate	Costs to the employee at the 40% tax rate	The Brain Tumour Charity receives
£5	£4	£3	£5
£10	£8	£6	£10
£20	£16	£12	£20

FAQs

How do I choose a Payroll Giving Association (PGA)?

Visit the HMRC website (www.hmrc.gov.uk/businesses/giving/payroll_agencies.htm) for a list of HMRC registered PGAs. Your HR or payroll team simply need to request and fill in a registration agreement with one of them and that's it.

How much will the scheme cost to set up?

Virtually nothing, but if you include staff time and any admin fees, corporates tend to say that this scheme costs a maximum of £100 to set up.

PGAs charge around 4% admin fees on donations for processing. You can commit to meeting this admin costs when you sign up with PGA. This means that every penny, plus the extra given by HMRC through this scheme, will go to the charity.

How can The Brain Tumour Charity support you?

We would be delighted to come to your offices to give a talk about The Charity, how to set up a scheme and how your employees can start donating through Payroll Giving. We can also provide sign up forms and information and help you to promote the scheme internally. Get in touch using the contact details opposite to find out more.

Is Payroll Giving eligible for matched funding?

Absolutely! This is a great opportunity to increase charitable giving and is a great incentive to encourage employees to give through payroll.

Can staff support other charities through Payroll Giving?

We hope that we can inspire your staff to donate to The Brain Tumour Charity through Payroll Giving, but of course they can choose to donate to another charity. This can be done in conjunction with, or instead of, a donation to The Brain Tumour Charity.

What are Professional Fundraising Organisations?

PFOs are professional fundraising organisations who specialise in workplace fundraising and can tell your employees about Payroll Giving. PFOs will promote charities with whom they have a contract and the charity has to pay a recruitment fee; there is no cost to the employer.

If your company already has a Professional Fundraising Organisation (PFO) booked in to promote Payroll Giving, your staff can still choose to support The Brain Tumour Charity by simply writing our name on the form. We are not currently affiliated with any PFO but you can still support us through this method with any PFO you may use.

My organisation already has Payroll Giving scheme set up - how can I choose to give to The Brain Tumour Charity?

Speak to your HR or payroll team, and download our form at thebraintumourcharity.org/payroll to set up your donations today.