

Give an Hour

A quick and easy way for employees to donate to charity through their salary.



It all adds up to

Livability

'Give an Hour' payroll giving

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Payroll giving is a simple and tax efficient scheme that allows your employees to regularly donate to a charity of their choice. Because the donation is taken out before tax, a £10 donation will actually only cost your employees £8.

Payroll giving is a regular and stable income to charities, last year it raised £155 million for charitable causes and employers enhanced their employees' giving by an additional £7.5 million! Payroll giving is quick and easy to set up with endless benefits for you and your employees.

Do you have a payroll giving scheme in place already?

No. Turn the page to find out how you can set up a payroll giving scheme.

Yes. Great, you are ready to help with this promotion.

How do I get involved?

1. **Promote Give an Hour to employees** – you might choose to do this through an all staff email, through your intranet or hold a payroll giving promotion event.
2. **Ask staff to fill in the authorisation form** make sure that their national insurance number and employee ID is completed.

Employees can choose the amount they wish to give and they can also choose to make a monthly donation if they would prefer this. Don't forget that it only costs the amount in brackets on the form, for example, a £20 donation would only cost £16 in their salary.
3. Send the forms to both the company's Payroll Team **and** the Payroll Giving Agency (PGA) that you deal with (CAF, Charitable Giving or Charities Trust). The requested donation will get taken in the following month's payroll run automatically.
Ensure you **quote the code GAH18** on all of the forms when you send them to the PGA.
4. Please also send a scanned copy of the forms to supporterservices@livability.org.uk so we can thank you for your donations.

There is nothing else you need to do.

The money could support in the following ways:

- £10** could help cover the daily running costs of a **wheelchair accessible vehicle**, to take residents to local community activities.
- £20** could go towards purchasing **specialist rehabilitation equipment** such as a theracycle, which helps build up muscle strength in the arm after a stroke or other brain injury ensuring families get back together sooner.
- £50** could go towards a **friends and family Christmas tea party** at one of our residential homes bringing families together.
- £150** could pay for a **day of mental wellbeing and support** from a horticultural therapy specialist at our Flourish gardening project.

Setting up a payroll giving scheme in 3 easy steps...

1. Sign up

Sign up with a Payroll Giving Agency (PGA). If you are not already registered with a PGA. You can find the contact details in the FAQ over the page. Payroll Giving Agencies facilitate payroll giving, they make sure that the donations your staff make get to the right charity. These agencies will set you up with everything you need and talk you through each process.

2. Employee sign-up

Your staff can use the authorisation form enclosed. Make sure that their employee number and National Insurance number are filled in.

3. Promote your scheme

Now you have set up a scheme, promote it to staff internally. Promoting your scheme can be as simple as an 'all staff email', intranet article, or if you want to boost staff morale why not hold a payroll giving fundraising event.

Why should I set up a payroll giving scheme?

Payroll giving is a regular form of income for us. Knowing that we will receive a gift can make all the difference as it means that we can plan ahead. By supporting Livability in this way you can help us break down loneliness and ensure that we connect the people we support to their communities.

What are the benefits to your business?

- It is really easy to set up a payroll giving scheme
- Your staff will see you as a more supportive and caring employer
- Aids staff retention and recruitment by boosting morale
- Increases your business's charitable giving with little effort or cost
- Enhances your corporate social responsibility programmes
- Allows you to monitor the level of charitable giving that your company achieved
- Any administration costs involved are tax deductible
- You can use the government's Payroll Giving Quality Mark
- National awards - winning an award will create lots of positive PR!

What are the benefits to your staff?

Payroll Giving is a tax-efficient and simple way to give. There is no limit on the size of the gift. There is no need to worry about Direct Debits or Standing Orders – just complete the authorisation form.

FAQ

We understand payroll giving can seem confusing at first...

1. Why do I have to use a Payroll Giving Agency (PGA)?

PGAs handle all of the administration involved in processing your employee's donations and because donations are taken pre-tax, HM Revenue & Customs (HMRC) need to see that the money is being distributed to the right place.

2. How do I choose a PGA?

There are a number of HMRC registered PGAs. You can visit their website or call them for registration details. Simply fill the forms in and return to them. Any queries you have regarding the process and the receipt of donations should be run past the individual PGA initially rather than the employer. HMRC approved PGAs can be found at www.gov.uk/payroll-giving and include:

CAF (Charities Aid Foundation) – who operate the Give As You Earn (GAYE) scheme
Phone number: 03000 123 000
Website: www.cafonline.org

Charities Trust
Phone number: 0151 286 5129
Website: www.charitiestrust.org

Charitable Giving
Phone number: 01822 611 180
Website: www.charitablegiving.co.uk

3. What role will my finance department take?

Your payroll department will deduct the donations on pay day. When the deductions are made these are forwarded to the PGA with a statement showing the names of the people who have donated and the amount. The PGAs can help to answer any questions your payroll department may have along the way.

4. How are the funds transferred via PGAs?

All donations are sent to your PGA by your payroll department, they then get sent to your employees chosen charity such as Livability. The donation will appear as a deduction on your employees' payslips. The PGAs will then send the selected charity's payment via BACS. You can keep track of your employees donations though your PGA too.

5. What are the benefits to charities?

Payroll giving provides charities with regular, reliable donations that allow them to plan ahead and budget for the future. By signing up to payroll giving, you can generate a vital income stream to UK charities.

6. What is matched giving?

Matched giving is when the employer matches the employees gift. By matching what your staff donate it displays a strong message of corporate social responsibility. It will show your staff that you care about the charities they support and will help to increase staff motivation and morale.

7. How can I get a Payroll Giving Award?

By running regular promotions about your payroll giving scheme to maintain awareness and continuing to recruit new donors, you could be eligible for an award. For more information visit www.payrollgivingawards.co.uk