



payroll administration

for churches and Christian charities

sit back, relax, we have your payroll sorted

As payroll administration becomes more and more complex, many churches and charities are looking to outsource their payroll.

Stewardship's specialist payroll administration team provide a comprehensive payroll service designed specifically for the needs of churches and Christian charities. Our aim is to relieve your finance team from as much administrative burden as possible.

With Stewardship's payroll service you can ensure your staff are paid accurately and on time and that your payroll procedures are fully compliant with the latest legislation and regulations.

what's included?

Our payroll service will provide you with:

- A new PAYE scheme setup with HM Revenue & Customs.
- Monthly payroll records prepared according to your instructions.
- Secure payslips sent directly to your employees.
- Your employees' salaries paid into their bank accounts on the last working day of the month.
- PAYE and NICs liabilities paid to the Accounts Office.
- Our specialist team dealing with the Tax Office on your behalf.
- Help with the Employers Annual Return form P35.
- Your end of year P35 and P14 returns filed electronically.
- P60 End of Year Certificate sent directly to your employees.
- Optional extras, such as; integrated Payroll Giving, help with Expense and Benefit declarations, specialised reporting and assistance with other technical payroll areas.

what do our clients say?

'Stewardship's payroll service is invaluable to us in ensuring that this key area of activity is dealt with efficiently and effectively. On those occasions when we have needed to make contact with the Stewardship team we have always found them helpful and courteous. Thank you.'

Simon Overend
Operations Manager
Keswick Ministries

what does it cost?

Our fees for 2012-13 are:

Type of fee	Number of employees	Amount	Notes
Set-up fee (one-off)	1-9	£100.00	Set-up fees cover everything involved in getting your payroll up and running, including carrying out identification checks to comply with money laundering regulations and linking our systems with HM Revenue & Customs.
	10-49	£150.00	
	50+	POA	
Processing fee (monthly)	1+	£19.80	Fixed fee
		+£6.70	Per employee
	6+	£37.50	Fixed fee
		+£3.15	Per employee
	10+	£50.50	Fixed fee
		+£1.80	Per employee
	50+	£63.50	Fixed fee
		£1.55	Per employee
Online filing fee (annual)		£120.00	Fixed fee
		+£0.60	Per employee
			An online filing fee includes: reconciling annual payroll figures, electronically filing end of year return and the preparation/distribution of P60 End of Year Certificates to your employees.

next steps

Over 320 organisations have already chosen to outsource their payroll administration to Stewardship.

For further information about our payroll service and how we can help you, please call us on 020 8418 8181 or email payroll@stewardship.org.uk.

Alternatively visit www.stewardship.org.uk/payroll-bureau.