



## Payroll Bureau

### Christian Deaf Link: Anna Smith, treasurer

#### The History

Our in-house treasurer had been ill for some time, but sadly he died in December 2013 quite suddenly. This left us in a difficult and painful situation.

In the past, we had considered putting our payroll out to an external company, but we had never got around to it. We only had three people on the payroll at the time, but none of us knew how the systems worked. **Stewardship were recommended to us** as a good company to provide solutions to meet our needs. We approached them in March.

At this point, although staff had continued to receive their salaries via standing order, we were aware that there were likely to be outstanding tax and National Insurance payments due and that the staff would require P60s for the end of the tax year. However, we did not have the expertise to resolve these issues.

Stewardship took over our payroll in April and sorted out all our issues.

#### The Need

Our needs were urgent and immediate. We were receiving worrying communications from HMRC about payments owed and we were also given incorrect advice by their helpline. This added to our confusion and anxiety. Lyn from Stewardship got in touch with HMRC on our behalf and **dealt with everything so efficiently and promptly**. We avoided paying fines and over or under-paying our tax which was a very real worry.

As a Christian charity, we wanted to be sure of meeting all our legal, financial and moral obligations and that's exactly what Stewardship did for us.

#### The Plan

**We were in a crisis situation** when Lyn from Stewardship came in and started working with us. Not only was the payroll taken over in April, but Lyn went the **extra mile** and picked up our records from October, recreating the payroll, contacting HMRC, making sure that what we were asked to pay was

correct and then paying it over, helping us to finish off the year end. **We avoided paying penalties** because of this. Lyn spent a lot of time on the back tracking and getting everything straight. It's saved us untold amounts of work. We have also been saved what could have been a considerable amount of money in late payment penalties and fines.

## The Solutions

We communicated by email and phone with Stewardship. I was given links to key documents available on their website and I downloaded all the forms we needed. I found them **clear and easy to use**. Stewardship set up encrypted emails for us, so **we felt completely secure sending across sensitive financial data**. Everything was simple, easily understandable and put our minds at rest.

## The Difference

We were in a fairly emotional place when Stewardship came on board. It was comforting that Stewardship knew what needed doing, worked closely with us and were patient when we didn't have all the answers or the correct data. We really needed someone to give us guidance and support, and to be patient and understanding. Stewardship was completely there for us.

Although we pay for the payroll service, we see it as a great investment. We've been saved so much time by taking on Stewardship's financial expertise; **we've been saved hours of work and anxiety**. We no longer feel that we are fumbling around in the dark.

As an end user, I find Stewardship's resources a real blessing. If I need to find my payslip and print it off, for example, it's a matter of minutes to do so, but I also know that it is secure and that only I have access to it. We can access their resources very easily and their database is simple to use. Perhaps the best thing is that now, **we don't have to do**

**anything with regard to our payroll – it just happens.**

## The Future

We're a small charity and our payroll needs aren't huge. We anticipate continuing in the same way with Stewardship with our payroll. **We are looking forward to a continued hassle-free future.**

## About Stewardship

*Stewardship exist to strengthen Christian causes, inspire greater generosity and to make giving easy with the aim for the world to encounter Jesus through the generosity of His Church. Our fee structure is clear and based on the number of employees you have. To benefit from our Payroll Bureau service as Christian Deaf Link has, all you need to do is choose your next steps...*

### Next Steps for you

1. To apply for our Payroll Bureau service you can download a form [here](#)
2. To find out more information about our service and the costs simply click [here](#)
3. To talk to someone about getting set up with Stewardship please call:



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Stewardship have been awarded *payroll service provider of the year 2015* by *Pay & Benefits Magazine*.