



Payroll Giving Guide for Employers

Who are we and what do we do?

Children First is Scotland's national children's charity. We believe that every child should have a safe and happy childhood. But abuse, neglect and trauma are robbing them of their childhood years. Children are experiencing a mental health crisis, made worse by online harm, exploitation and social media bombarding them with unrealistic expectations.

Scotland's children urgently need your support.

By making a donation to Children First, you will help us offer more children and families the emotional, practical, and financial support they need. Supporting us on a regular basis will help us to be there for every child across Scotland.

Together, we can create a safer, brighter future for all children in Scotland.

What is payroll giving?

Payroll Giving is an easy way to make a regular donation. You can donate to Children First directly from your salary before tax with no need to share your bank details.

Payroll Giving not only gives charities regular and reliable income, but also provides a tax-break on your donations depending on your tax rate.

Benefits of Payroll Giving to your business

As well as helping children and families in Scotland, offering a payroll giving scheme offers many other benefits to your organisation:

- It shows your support for causes that are important to your employees
- Boosts staff morale and aids in recruitment and retention of staff
- Can be incorporated into your Corporate Social Responsibility policy
- Recognition via Payroll Giving Quality Marks
- As well as having low set-up and administration costs, any administration fees can be offset against the employers' profits for tax purposes, treated as a charitable donation

Benefits of Payroll Giving to your employees

- Value, tax relief on donations allows them to give more, for less
- Easy to set up and to maintain
- No bank details needed on sign-up
- Busy employees can give back without running races or baking cakes

Setting up Payroll Giving at your organisation

1. Get your whole organisation on board.

Share with your team how setting up a Payroll Giving scheme benefits your organisation. Include management, HR, finance, and other relevant stakeholders.

2. Find and sign-up with a Payroll Giving Agency (PGA)

Payroll Giving Agencies (PGAs) will distribute donations deducted from your employees' pay to their chosen charities. These organisations are authorised by HMRC and will supply an audit trail. When you have chosen a PGA, contact them directly to get officially set-up. They will guide you through any administration processes. You can find a list of HMRC approved PGAs on www.gov.uk.

3. Promote Payroll Giving to your staff

Use this opportunity to promote your Payroll Giving scheme. You might run webinars or include information on the staff intranet and in new-start induction packs. You may even want to run a charity awareness day, of which Children First would gladly attend. We would also be happy for you to share our "Payroll Giving for employees" leaflet company wide.

4. Start collecting Payroll donations

Employees can then sign up for Payroll Giving through your payroll team, giving details of the charity they would like to support. All they need is their employee number and national insurance number, no bank details required.

5. Children First receives life-changing funds

Each payday, charities receive donations deducted from participating employees' payslips through the PGA. This regular support helps us to plan and continue to do what we do. Thank you!

Visit childrenfirst.org.uk/payrollgiving for more information.

Children First

83 Whitehouse Loan,

Edinburgh, EH9 1AT

T. 0345 10 80 111

E. fundraising@childrenfirst.org.uk

Registered Scottish Charity Number: SC 016092



childrenfirst.org.uk