



Scheme Administration Checklist

Administering Payroll Giving is easy!

Initial Set Up

- Email your Scheme Administrator's details, including name, initials, title, position, telephone number, and email address to mail@charitablegiving.co.uk
- If appropriate, ensure that each subscribing employee has completed a Donation Choice Form from Charitable Giving or an equivalent mandate provided by your company
- Record the Payroll Giving deduction details from the Donation Choice Forms (or equivalent mandates) or from the details provided by Charitable Giving as a Microsoft Excel file (*.xls) or from a Professional Fundraising Organisation (PFO)
- If appropriate, send the original or a copy of each Donation Choice Form or equivalent mandate to Charitable Giving
- From the Payroll Giving deduction details, set up Payroll Giving deductions on the payroll system as a **deduction from gross pay before tax** (please note that NI contributions are unaffected)

Month 1

- Complete payroll processing including Payroll Giving deductions
- Calculate the administration charges for Payroll Giving (if they are to be paid by the company) and, if appropriate, matching and matched funds
- Prepare a schedule of Payroll Giving deductions by employee as an Excel (*.xls) or CSV (*.csv) file and send by email to Charitable Giving (see **Sending Payroll Giving Monies** sheet for details)
- Send the total amount of money (including any administration charges and matched funding, if appropriate) in a single BACS transaction to Charitable Giving **by the 19th day of the month following the PAYE month** (see **Sending Payroll Giving Monies** sheet for details)

Month 2 Onwards

- Ensure that Payroll Giving deduction details are updated on the payroll system for **starters, leavers**, and changes in the deduction details of **existing subscribers**, e.g. increased or decreased deductions
- If appropriate, send the original or a copy of any Donation Choice Forms or equivalent mandates to Charitable Giving
- Complete Month 1 procedures

If you have any questions, please contact us on 01822 611180 or via mail@charitablegiving.co.uk

