

**Payroll giving is an opportunity for businesses to help their employees make regular payments to charitable causes they care about, directly from their gross pay.**

With 200,000 UK charities to choose from, it can be difficult to know which one to support, and if your contribution will really make a difference. Choosing Oxfordshire Community Foundation as a beneficiary of your company's payroll giving means that donations will have a real impact in your business's local area. We link people with a passion for Oxfordshire with the groups in their area that are working hard to alleviate disadvantage – whether due to age, disability, race, gender, low income, rural or social isolation.

Unlike other charities, OCF enables payroll givers to reach the small, front-line community groups that are making a real difference in their local area. Rather than feeling like a drop in the ocean, even small donations can have a big impact on a local community group – your employee's gifts could be the difference between a group closing down or expanding.

## Great for employers



Payroll giving is a great way to enhance charitable giving and **corporate social responsibility** with minimal cost and administration, as well as being a good way to build good relationships with your employees. With enough payroll givers, your business can create its own company payroll fund, tailored to support your areas of interest or concern, such as the area around your business or causes chosen by you and your staff. Employees can even assist in making the final decisions about which local organisations receive funding by forming part of the decision-making panel.

## Great for staff



People who receive a company or personal pension through PAYE can also use this method as a way to donate to charity. All payments are made directly through the salary before tax is deducted, which means that donors get **immediate tax relief** on their donation, and at their highest rate of tax.

Employee's gift to OCF	Cost to employee @ 20% tax	Cost to employee @ 40% tax
£5	£4	£3
£10	£8	£6
£20	£16	£12

## Share your achievement



The Payroll Giving Quality Mark celebrates the achievements of employers that have adopted and successfully promoted Payroll Giving schemes in their workplaces. Every employer that offers a Payroll Giving scheme to their employees is eligible to receive a Quality Mark that can be used on website or promotional material.

## FAQS

### How do I set up payroll giving for my staff?

If you decide to run a payroll giving scheme you will need to make deductions from the pay of participating employees from their salary. These donations are made after National Insurance contributions have been calculated, but before PAYE is calculated. All donations taken are then passed on to a licensed payroll giving agency, who will then pass the donations on to us. There will be no extra tax forms for you to fill in.

### Are there any costs?

The scheme is free to set up and free to run. All Payroll Giving Agencies are charities, so do take a small administration fee of 4% or less from the sum of donations received. There is little cost in administration, and the majority of payroll systems are already set up to manage it.

### Do all staff have to sign up?

Although you may want your employees to support us, there is no legal obligation for them to do so and they are free to opt in and opt out of payroll giving as they see fit.

**To find out more about setting up payroll giving in your organisation, please get in touch with us.**

***"You cannot do a kindness too soon, for you never know how soon it will be too late."***

Ralph Waldo Emerson