



HEBA Payroll Service

Information last updated January 2018

HEBA Payroll Contacts

Pam Yorke runs the payroll service, producing the monthly payslips for your employees and completing your RTI returns to HMRC. Pam can be contacted by email at yorkepayroll@gmail.com

David Thompson will handle initial questions about the HEBA Payroll Service, provide you with the agreement forms to start using the service and be able to answer many general payroll questions. David works in the HEBA Office (usually Tuesdays, Wednesdays and Thursdays) and can be contacted on 0121 472 4986 or email to david@baptist-heartofengland.org

One Treasurer who has used the service said:

"I would not have remained as treasurer if we could not have had Pam's help."

Cost of Payroll Scheme

The Payroll Scheme charges for tax year 2017/18 are set out below. The total costs for a single employee/minister is just over £10 per month. The only thing left for the treasurer to do is to settle the actual payments from the information provided and complete the P11D returns.

	2017/18
Charge for each Employer (church)	£44.00
Charge for each Employee	£81.50

If you begin employing a new individual during the year we will only charge for the remaining months in the tax year.

HMRC

Pam Yorke will complete your monthly submissions to HMRC using RTI but the church will continue to be responsible for making payments to HMRC for the PAYE and National Insurance payments that are due.

We would recommend that you register for HMRC's Online Service PAYE for Employers. You will then be able to view the "Business Tax Dashboard" as an employer. This will confirm the PAYE & NI you have to pay and the amount you have paid to date this year. This is a very useful tool and will ensure your payments to HMRC are up to date and that you don't receive any unexpected visits from an HMRC Enforcement Officer.

If you have any questions about setting this up do give David Thompson a ring.

Registering as an Employer

If you are not currently registered as an employer with HMRC you will need to do so in order to obtain a PAYE reference number and Accounts reference number. To do this go to the HMRC homepage www.hmrc.gov.uk, click on the Employers tab, follow the link 'Employing staff for the first time' and complete the details under 'Registering as an employer'.

Transform

Three times a year churches receive copies of the 'Baptists Together' magazine. In the centre is a four page pull out known as Transform. This contains a great deal of useful information for treasurers and it is always worth studying. Do make sure the church secretary passes a copy to you. As an example the information about Manse heating and lighting can be found in Transform 045 (Spring 2017) and Transform 046 (Summer 2017).

Pensions

Information about Baptist Pensions and Pensions Auto Enrolment can be found on the Baptist Pensions website www.baptistpensions.org.uk