



webpayroll

Baptist Payroll Services

WEST OF ENGLAND BAPTIST PAYROLL COMPANY

NEWSLETTER DECEMBER 2024

Welcome to the latest newsletter from the payroll company.

2025 STIPEND

The home mission stipend for 2025 has been agreed at **£29,575. (For Wales the stipend is £28,920.)** This is an increase of 3.40% (2.6% for Wales). The manse value used in the pensionable income calculations for ministerial members of the Baptist Pension scheme has been increased to **£7,741 (For Wales the manse value figure is £4,809.61 and Expenses £2,935.34).**

Please note that we will not automatically increase your minister's pay so please make sure you advise us on the *WEB Change* form as soon as possible if you wish to pay the increased stipend, and by **10th January 2025** at the latest.

Please can all churches with staff in the BU pension scheme also make sure you complete the **employer hub on the 4mystaff website** (Broadstone) **by 13th December** to confirm **what you are paying them**, so that Broadstone's Baptist Pension Team can **calculate the correct pension contributions for January**, when the new stipend comes in. Each church should have received their own log-in and password. Follow the instructions in the email from the pension company to **calculate the Pensionable Income for your staff**. If you are **unsure about what to include** in the calculation then call the pension company directly on **0117 937 8700 and ask for the Baptist Pension Team**.

Pensions will be increased in line with the revised Minimum Pensionable Income (MPI) Increase – even if you don't implement the pay rise – unless you, the church, give Broadstone and us a clear indication of the new **Pensionable Income** for the year ahead. Broadstone will not automatically tell us what the new pensionable income is or the amounts to deduct. **Please see the attached Definition Document issued by the Baptist Pension Scheme.**

REMINDER OF KEY DATES:

- Treasurers need to submit any changes to the payroll no later than the **10th** of each month, earlier if possible, using one of the emails below.
- **Note – the cut off for December is 8th.**
- Direct Debits will be taken from your nominated bank accounts on **16th** of each month or the next working day, if this falls on a weekend.
- Payments to staff are made on **20th** of each month, or the next working day if this falls on a weekend.



webpayroll

Baptist Payroll Services

- In April, the increase in the Employer's NI, announced in the last Budget, will be implemented. Note though that most churches will not be affected by this, and certainly not until later in the financial year.

EMPLOYER NI CHANGE FROM APRIL 2025

Whilst the Employer NI (ER NI) rate is to rise from 13.8% to 15%, the Employment NI Allowance (designed to help employers) has more than doubled, from £5,000 to £10,500 for the year. Despite a lower threshold for employers too, the overall impact of the new measure will mean that most churches will continue to pay no ER NI at all in the coming tax year. We have calculated that (ignoring lower earners, those grossing less than £416 a month) the total annual gross pay for staff must exceed £80,000 before a single penny of ER NI is payable.

MINIMUM WAGE

The Minimum Wage rates set by the Government will rise for work carried out from April 2025 onwards to £12.21 per hour, for staff over 21; to £10.00 per hour for 18-20 year-olds; and to £7.55 per hour for those under 18 and first year apprentices. Please let us know the new rates well in time, the alternative will be that we apply the NLW or NMW as a default where we can in April.

LEAVERS

Please do let us know straight away if someone is leaving their employment. This is really important as we need to know in order to *pro rata* pay if necessary, and we also need to know if they have any untaken holiday for which they need to be paid in their final pay. We have to report to HMRC before 20th of the month and if we get advised after that date it involves us re-submitting to HMRC which does cause us extra work and could result in a fine from HMRC. If you do not let us know until after a person has left then they may have been overpaid and this can only be rectified if the leaver repays the overpayment to you.

CONTACTING WEST OF ENGLAND BAPTIST PAYROLL

We can only accept instructions in a written letter or email. Our preference is email and the changes you are telling us about should come **as attachments** to an email. When emailing us, please **put the name of your church in the subject line of the email**. Also ensure you include the full **name of the employee** you are referring to. We have over 300



webpayroll

Baptist Payroll Services

churches now on the payroll so this will help us process your request that much quicker. You can also call us on the phone (numbers below) to discuss any questions you may have.

Please note we do aim to reply to your email or phone message as soon as possible. You should receive an automatic reply confirming your email has been received. Our general office hours are now Monday 13:00-17:00, Tuesday 10:00-18:00 Wednesday 10:00-18:00, Thursday 10:00-20:00 and on Friday 10:00-13:00.

OPERATIONAL NOTES

In the new year many of you will be updating your Staff salaries and stipends. Our '*WEB Change*' and '*WEB Joiner*' forms are both for your security and for ease of informing us in detail of starters, alterations, amendments, new pay rises, pension figures and new additions/deductions of any sort. Please ask us for these if you do not have version 5. You can now find all of our current forms at <https://www.webnetwork.org.uk/webpayroll>

Please use the *WEB Change* form carefully, having regard to what you want us to pay on the one hand and what to deduct each month on the other. You need to tell us the new Pensionable Income whenever any change in stipend or salary occurs, after informing the pension providers, so that we can calculate the correct deductions and contributions, and check they are in line with the pension provider's own computations.

Please find included with this email the Baptist Pension Scheme Definition Document for 2025 – showing how you build up the pensionable sum to be used as a basis for contributions from both employee and employer. Let us have your changes by 10th January at the latest please.

At the end of this letter are the contact details for the team, if you leave a voice message please be very clear and spell out the name of the Church that you represent – so many churches' abbreviations overlap. If you are sending an email, ALWAYS put the church name in the subject line.

If you could kindly make full use of the *WEB Change* form, to ensure that we have the full picture. If you make a mistake and want to re-send please ensure that rename the new attachment. We suggest "*Church name – Employee name – Month name Amendment*". Please use only this latest version of the *WEB Change* form.

New people starting in your employment – please use the latest *WEB Joiner* form, also available on our webpage. Finally, if you are starting up a subsidiary entity like a foodbank with semi-independent existence and trustees – there is a *WEB Begin* form there too.

Forms should be submitted either in **signed pdf** or **encrypted format**.



webpayroll

Baptist Payroll Services

FEES FOR 2025

Our fees for 2025 are set out below:

Initial set-up fee	£33.50 (was £32.50)
WEBNET Churches payslip fee	£10.90 (was £10.50) per payslip
Non-WEBNET Churches payslip fee	£11.90 (was £11.50) per payslip
Monthly admin fee	£ 6.25 (was £6.00)

I'd like to take this opportunity to wish you a very merry Christmas and happy new year.

Paul Salmons

Director

enquiries@webpayroll.org

Paula Jones – Paula.Jones@webpayroll.org – mobile 07572 284991

Phil Tonkin – Philip.Tonkin@webpayroll.org – mobile 07311 303150

Paul Woolley – Paul.Woolley@webpayroll.org – mobile 07939 250435