



webba  
making a difference

## WEST OF ENGLAND BAPTIST PAYROLL COMPANY LIMITED

Little Stoke Baptist Church, Kingsway, Little Stoke, Bristol BS34 6JW  
Phone: 07572 284991 email: [payroll@webassoc.org.uk](mailto:payroll@webassoc.org.uk)  
[www.webassoc.org.uk/about/payroll-company/](http://www.webassoc.org.uk/about/payroll-company/)

## **WEST OF ENGLAND BAPTIST PAYROLL COMPANY– NEWSLETTER DECEMBER 2019**

Welcome to the latest newsletter from the payroll company. We cannot believe another year has passed.

### **Contact details for WEB Payroll Staff**

This year the payroll company have taken on an additional member of staff, Ian Spencer. You should know if he is looking after your church and his details are [ian.spencer@webassoc.org.uk](mailto:ian.spencer@webassoc.org.uk)

If you are unsure if it is myself or Ian who look after your church then please do feel free to call me to check. Any other queries need to come via the main email address [payroll@webassoc.org.uk](mailto:payroll@webassoc.org.uk)

Please note both Karen, Andrea and Ian only work part time but we do aim to reply to your email or phone message as soon as possible. Our general office hours are 10-4 Mon, Wed, Thurs, Fri. We are closed on Tuesdays.

### **2020 STIPEND**

The home mission stipend for 2020 has been agreed at **£24,000. (I do not have the figure yet for Wales)** This is an increase of 2.35%. The manse value used in the pensionable income calculations for ministerial members of the Baptist Pension scheme has been increased to **£6248.00. We will not automatically increase your minister's pay** so please make sure you advise us as soon as possible if you wish to pay the increased stipend.

**PLEASE CAN ALL CHURCHES WITH STAFF IN THE BU PENSION SCHEME MAKE SURE THEY COMPLETE THE EMPLOYER HUB ON THE BBS WEBSITE TO CONFIRM WHAT YOU ARE PAYING YOUR STAFF TO ENSURE THEY CAN CALCULATE THE CORRECT PENSION CONTRIBUTIONS FOR JANUARY WHEN THE NEW STIPEND COMES EACH CHURCH SHOULD HAVE RECEIVED THEIR OWN LOG IN AND PASSWORD.**

### **A REMINDER OF KEY DATES:**

- Treasurers need to submit any changes to the payroll manager no later than the **10<sup>th</sup>** of each month, earlier if possible
- Direct Debits will be taken from your nominated bank accounts on **16<sup>th</sup>** of each month or the next working day, if this falls on a weekend
- Payments to staff are made on **20<sup>th</sup>** of each month, or the next working day if this falls on a weekend





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### LEAVERS

Please do let us know straight away if someone is leaving their employment. We have to report to HMRC before 20<sup>th</sup> 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. Having said that please do not let us know too far in advance, some people tell us 3-4 months in advance and of course anything can change within this time and your email will simply sit in our inbox until we start that month's payroll.

### CONTACTING WEST OF ENGLAND BAPTIST PAYROLL

Please do not text the WEB Phone. We can only accept instructions in a written letter or email. When **emailing us, please do state which church you are emailing from and the name of the employee** you are referring to. We have over 300 churches now on the payroll so this will help us process your request much quicker. You can also call us on the phone to discuss any questions you may have.

### FEE FOR 2020

Below is a list of our MONTHLY fees for 2020

**£8.00 per payslip for WEBA Churches**

**£9.50 per payslip for Non WEBA Churches**

**£5.00 admin fee**

**£15.00 per employee for NEST/The People's Pension – PENSION SET UP**

**£1.00 per employee for processing NEST/ The People's pension**

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

KAREN PEACOCK  
WEB PAYROLL MANAGER

