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Baptist Payroll Services

WEST OF ENGLAND BAPTIST PAYROLL COMPANY– NEWSLETTER **DECEMBER 2022**

Welcome to the latest newsletter from the payroll company. This has been a year of integrating the new team and training them to operate the payroll. This has resulted in some challenges especially with some staff sickness during the year. As directors we have agreed to add a third person to the team to improve cover, if you know anyone who may be interested please contact enquiries@webpayroll.org. The directors apologise for any inconvenience caused during the year of transition and thank you for your continued support.

During the year we have looked to improve the processes with the introduction of new forms to reduce the risk of information being missed in the body of emails, this is an iterative process with revisions being made and updated contact details for church treasurers and people authorised to make changes to the payroll.

2023 STIPEND

The home mission stipend for 2023 has been agreed at **£26,500. (For Wales the stipend is £26,516.59)** This is an increase of 7.07% (8.8% for Wales). The manse value used in the pensionable income calculations for ministerial members of the Baptist Pension scheme has been increased to **£7,134.00 (For Wales the manse value figure is £4,409.91)**. **We will not automatically increase your minister's pay** so please make sure you advise us on the changes form as soon as possible if you wish to pay the increased stipend and by 10th January 2023 at the latest.

Please can all churches with staff in the BU pension scheme make sure they complete the employer hub on the 4mystaff 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. 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.



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REMINDER OF KEY DATES:

- Treasurers need to submit any changes to the payroll manager no later than the **10th** of each month, earlier if possible
- **Note 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

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 the 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. 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

Please do not text changes to the WEB Phone. We can only accept instructions in a written letter or 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 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.

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 09:00-17:00, Wednesday 15:00-20:00 and Thursday 09:00-17:00 we are closed on Fridays.

OPERATIONAL NOTES

In the new year many of you will be updating your Staff salaries and stipends. We are introducing a new set of forms to replace all three previous ones. They are for your security and ease of informing us down to the least detail of alterations, amendments, new pay rises, pension figures and new deductions of any sort.



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Please use the *WEB Changes* form with care, having regard to what you want us to pay on the one hand and what to deduct, each month. Telling us the Pensionable Income is necessary when any change in stipend or salary occurs, so that we can calculate the correct deductions and contributions, and check they are in line with the pension provider's own computations. Use the Excel form as is – using the simple encryption* method – or attach a signature electronically, or sign and then scan. * To Encrypt use your 8-10 character Access Password which should be in your *Account Access Authorisation (AAA)*.

Please find included with this email the Baptist Pension Scheme directions for 2023 – 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.

We would also ask if you could direct all your enquiries to Philip.Tonkin@webpayroll.org for the time being. Alternatively, directing them to Andrea.Laity@webpayroll.org will also work if that is what you are used to doing. Please be very clear and spell out the name of the Church that you represent – so many churches' abbreviations overlap. If you could kindly use the form as fully as possible, and remember always that it is for Changes. If you make a mistake and want to re-send please ensure that you give a name to your attachment in the form of "*Church name – Employee name – Month name Amendment*". Please use only this latest version of the *Changes* form (attached to email in December).

New people starting in your employment – please use the new *WEB Joiner* form attached for your future use.

Finally, if you are starting up a subsidiary entity like a foodbank with semi-independent existence and trustees – there is a *WEB Begin* form, also attached.

FEES FOR 2023

You may recall that the with growth in the company we have now registered for VAT and that the company absorbed most of the VAT element for 2022. The reduction in income as a result of this along with increased costs has resulted in the charges for 2023 being increased as below.

Set up fee £30.00

WEBnet Churches payslip fee £9.75 per payslip

Non WEBnet Churches payslip fee £10.50 per payslip

Monthly admin fee £5.50

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

Paul Salmons
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