



WORKPLACE GIVING PROGRAM Q&A

Q: What is Workplace Giving?

A: Workplace Giving is a simple and effective way for employees to regularly donate to a charitable organisation through automated payroll deductions. Workplace giving is optional. Both the employee and the employer must agree to participate.

To set up a Workplace Giving Program the charitable organisation must have a deductible gift recipient (DGR) status. The St Vincent de Paul Society has the DGR status.

Q: How does it work?

A: A Workplace Giving Program allows employees to donate to one or more charities direct from their pre-tax pay. Donations are processed through the payroll system, and receive an immediate pre-tax deduction (donations of \$2 or more are tax deductible). There is no need for any receipts as donations received will be recorded on the employee's pay advice each pay. At the end of the financial year a summary of donations will be included on the employee's PAYG payment summary.

Q: What are the benefits of a Workplace Giving Program to St Vincent de Paul Society?

A: Workplace Giving allows us to receive donations as a lump sum from each employer. This helps reduce our administration costs as we only process one donation from each employer.

Q: How do I sign up?

A: Employees:

It's as easy as steps 1,2,3

1. Download our 'Pledge Form' which can be found at <http://www.vinnies.org.au/workplace-giving-act>
2. Nominate the Society as your preferred charity then specify the amount you wish to donate.
3. Present the form to your payroll department.

A: Employers:

1. As an employer, include the St Vincent de Paul Society in your current Workplace Giving Program.
2. Invite your employees to enter into your program.

Note: A Workplace Giving Program does not affect the way your employees' gross income, super guarantee payments, or fringe benefits are calculated.

Q: What is 'Matched Workplace Giving?'

A: Matched Workplace Giving is where employers match their employee's contributions. Employers can decide to match donations dollar-for-dollar or on a percentage of contributions basis. Companies can also put a cap on what they choose to contribute over a given period.

Tax benefits for corporate giving applies. Any company can set up a Matched Giving Program as there is little administration involved.

Employees of the company involved in a Matched Giving Program receive an added sense of pride in the company they work for and the organisation they are helping to support.

To find out more about Workplace Giving, please visit <http://www.ato.gov.au/nonprofit>

To find out more about the St Vincent de Paul Society Workplace Giving Program, please call 02 6234 7346 or email info@svdp-cg.org.au.