



GIVING AT WORK

Employer information kit

KEEPING EMPLOYEES INFORMED

If you have employees participating in a giving at work program, each year you must advise them in writing of the total amount they have donated.

You can notify them either:

- » by letter or email
- » by payment summary

NOTIFYING BY LETTER OR EMAIL

If you choose to provide this information to your employees in a letter or email, you must:

- » provide your name and ABN
- » provide the employee's name
- » state the total amount donated for the year
- » state that the amount was donated to a charity
- » state the financial year in which the donation was made

NOTIFYING BY PAYMENT SUMMARY

You may choose to provide the information in the employees' payment summaries, as follows:

- » Self-print payment summaries
- » ATO payment summaries

SELF-PRINT PAYMENT SUMMARIES

If you print your own payment summaries, the total amount of donations made by an employee under a payroll giving program can be shown in the same way as union fees – that is, by adding a line of text in the free space on the payment summary.

There is no need to list each organisation, just show 'Payroll giving' in the deductions section and the total amount of donations for the year.

ATO PAYMENT SUMMARIES

If you use ATO payment summaries and you do not deduct union fees on behalf of your payees, you can use the 'Union fees' box to show your employee's total donations to charities under the program. Under 'Name of organisation', write 'Payroll giving' and include the total donations in the corresponding 'Amount' box.

If you deduct union fees on behalf of your payees, you cannot use ATO payment summaries to notify your employees of the amount they have donated. You should provide your employees with a letter or email

COMMUNICATION FROM THE LEUKAEMIA FOUNDATION

In addition the Leukaemia Foundation of Queensland would love the opportunity to personally thank staff who decide to sign up and be able to show them how their support is having an impact.

GIVING AT WORK

Employer information kit

Provided employees have given permission with their approval form to share their information, we would request that you provide a summary of donations by employee once per quarter or as convenient. This is not compulsory but will help us to keep a comprehensive record of our donors.

WHEN YOUR EMPLOYEES COMPLETE THEIR TAX RETURNS

Your employees' individual tax returns are not affected by giving at work.

Donations made under a payroll giving arrangement and donations made direct to charities are reported in the same way on the tax return.

Total gross income and tax withheld, as notified on payment summaries, must be shown at Item 1 Salary or wages. The total amount of donations made to charities should be shown at Item D8 Gifts or donations.

IMPORTANT FACT:

Employees need to claim the total amount of donations made to charities at Item D8 Gifts or donations regardless of whether you reduced the amount of withholding.

Working out withholding for regular donations

When you set up a giving at work program, you need to decide whether or not to reduce the amount of tax you withhold from the salaries of your participating employees – to account for the amount donated each pay.

Use the following steps to work out the amount of tax to withhold from participating employees who make regular donations:

1. Calculate the gross earnings you pay to the employee (before deducting the donation).
2. Calculate the employee's total donation amount.
3. Subtract the total donation amount calculated at (2) from the gross earnings (1).
4. Use the amount you calculated at (3) and find the 'earnings' figure in column 1 of the relevant tax table. Tax tables are published the ATO website www.ato.gov.au
5. Work out the amount to withhold using the appropriate column in the applicable tax table.
In some circumstances, small donation amounts will result in no or minimal change to the amount of tax to be withheld.

NOTE:

If you don't reduce the amount of tax withheld, these employees will be able to claim a deduction when lodging their tax return at the end of the income year.

If you use a software payroll package, you will need to check with your software provider about whether your software is able to calculate these deductions automatically for each pay period.

If your payroll software is unable to reduce the amount of tax withheld each pay period, you can still implement the workplace giving program. In this situation, each participating employee will be able to claim a deduction when lodging their tax return at the end of the income year.

**Please refer to the Australian Taxation Office for up-to-date information.*

GIVING AT WORK

Employer information kit

Q & A

WHAT IS GIVING AT WORK?

Giving at work offers your employees the opportunity to establish a pattern of regular donations through their payroll, allowing them to receive an immediate tax deduction. This type of giving engages your employees and provides the Leukaemia Foundation of Queensland with ongoing income to provide support for patients and their families through their blood cancer journey with educational information, accommodation, emotional support and financial assistance.

Leukaemia Foundation of Queensland will assist with the set-up of your giving at work program.

CAN ANYONE DONATE TO CHARITIES THROUGH THEIR PAYROLL?

Yes as long as you set up a giving at work program. Any employer who has one or more staff may start a program.

To participate in a giving at work program, the charity or organisation must have deductible gift recipient (DGR) status.

DOES THE LEUKAEMIA FOUNDATION OF QUEENSLAND HAVE DGR STATUS?

Yes the Leukaemia Foundation of Queensland has DGR status with the ATO.

WHY SHOULD WE OFFER GIVING AT WORK?

Giving at work is a demonstration of your company's commitment to corporate social responsibility.

By promoting the scheme and encouraging your employees to donate to charities you can create a culture of giving, improve employee engagement and help to build a better community.

HOW PAYROLL GIVING WORKS

As an employer, if you wish to offer payroll giving, you can invite your employees to enter into a payroll giving program. Your employees will nominate their preferred charity from a selection you provide and then specify the amount they wish to donate. Generally, the donation amount is a fixed amount deducted from their salary or wages on each pay day. You then pay the donation directly to the charity.

The giving at work program does not affect the way your employees' gross income, super guarantee payments or fringe benefits are worked out.

Administration is carried out by your standard payroll procedures and payroll systems. There are no tax forms to complete.

WHAT RECORDS WILL I NEED TO KEEP?

You will need to keep a copy of the form your employee has completed authorising you to make payroll giving deductions, and records of deduction of each payroll period.

GIVING AT WORK

Employer information kit

IS THERE AN ADMINISTRATION COST?

Once the payroll giving has been initiated on behalf of the employee there is no ongoing administration.

SHOULD WE MATCH THE DONATIONS MADE BY THE EMPLOYEE?

Matched giving is an excellent demonstration of your support to your employees, and the greater community. It is now considered standard as part of a company's corporate social responsibility. Most employers in Australia now match employee gifts recognising the importance of building a culture of philanthropy in their organisation

HOW DO I GET THE MOST OUT OF A GIVING AT WORK PROGRAM?

It is imperative that the giving at work program is promoted effectively to your employees. The Leukaemia Foundation of Queensland can provide materials to help introduce the program to staff and show how their support will make a difference. A staff member may also be available to conduct a presentation to staff and answer any questions.

IS THERE A MINIMUM OR MAXIMUM AMOUNT EMPLOYEES CAN DONATE?

No, however as an employer you can determine your own guidelines per pay. Remember that donations must be \$2 or more to be tax deductible.

CAN EMPLOYEES MAKE A ONE-OFF DONATION THROUGH PAYROLL GIVING?

Provided you are in agreement, employees can make occasional or one-off payroll deductions that are not part of a regular planned arrangement.

ARE THERE OTHER WAYS STAFF CAN BE INVOLVED WITH THE LEUKAEMIA FOUNDATION?

Absolutely! We would love for your employees to see firsthand how their support makes a difference. There are volunteering opportunities at the Foundation and our accommodation villages and with our annual events *World's Greatest Shave* and *Light the Night*. Please contact our Volunteer Coordinator on 07 3318 4477 for more information.