

Changing the lives of young Australians
who use wheelchairs, every pay day.

**Workplace Giving Kit
for Employers**

www.jmf.com.au

About Workplace Giving

- › Workplace Giving is one of the simplest and most effective ways your employees can give to JMF.
- › As an employer, one of the greatest gifts you can give to your employees is to show that you care about people.
- › This kit is designed to help answer your questions about establishing such a scheme in the workplace, and encourage you to join the many businesses around Australia already making a difference and enjoying the social rewards of a Payroll Giving Scheme.
- › In Australia the numbers participating in Workplace Giving are growing all the time. This guide answers your question about Workplace Giving to JMF and tells you how to get your own scheme up and running in the workplace. Be the kind of company that we all want to be associated with: a business leader that truly cares about people.

Why Should I Offer a Workplace Giving Scheme?

- › Running a Workplace Giving scheme can be very good for your business.
- › It shows that you are committed to working in partnership with the community – something that is increasingly important to both customers and staff.
- › It show that you care about your staff: offering them the tax benefits upfront. A Workplace Giving scheme can help build better employee relations and attract the right people to come and work for you.
- › Talk to JMF about how we can create a fundraising webpage to display how much your staff have contributed to JMF.

How Does Workplace Giving Work?

Simple.

- › Your employee asks you to deduct regular charitable donations from their pay.
- › You make the deduction from their before-tax-pay; i.e. after calculation of superannuation contributions, but before PAYG is deducted.
- › This way your employee gets the tax benefit straight away.

Isn't It Complicated to Set Up?

No.

- › Most of the administration is carried out as per your normal payroll procedures. JMF will provide you with receipts for all donations received.
- › All modern payroll systems can handle Workplace Giving. There are no tax forms to complete and the records you need to keep are very straight forward.

What Records Will I Need to Keep?

- › You will need to keep a copy of the forms completed by your employees authorising you to make deductions from their pay, and receipts from JMF.

Who Pays for the Administration of the Scheme?

- › If there are any administration costs, they should be very small and are likely to be absorbed in your existing payroll costs.

Can Anyone Who Works in my Business Join the Scheme?

- › You will need to keep a copy of the forms completed by your employees authorising you to make deductions from their pay, and receipts from JMF.

Who Pays for the Administration of the Scheme?

- › If there are any administration costs, they should be very small and are likely to be absorbed in your existing payroll costs.

Is there a Limit on How Much an Employee Can Give?

- › There are no limits on either how much or how little an employee can give. Any deductions made will be at the discretion of the individual employee.

Can I Match the Donations Made by My Employees?

- › Yes.
- › This is an excellent and popular way of demonstrating your commitment to the community and building good relations with your employees.

Who Pays for the Administration of the Scheme?

- › If there are any administration costs, they should be very small and are likely to be absorbed in your existing payroll costs.

Is there a Limit on How Much an Employee Can Give?

- › There are no limits on either how much or how little an employee can give. Any deductions made will be at the discretion of the individual employee.

How Can We Promote our Workplace Giving to JMF?

- › JMF can build you a personalised ‘Corporate Fundraising Page’ with a custom banner and footer and a unique website address.
- › Want to show a running total of your fundraising efforts on your website, intranet or blog? Our clever little widget can keep your viewers informed of your progress as well as providing a link to sponsor you. It's a great way to extend your fundraising and invite your customers and business partners to join your fundraising team.
- › Utilise your social networks to make your fundraising efforts famous! Tweet your ‘fans’ and ‘followers’ with your unique fundraising page link (URL) and the latest news from your fundraising quest, or share it all with your Facebook friends by posting a link.
- › Include a Fundraising Update section on your regular Email Newsletters
- › Include a ‘Join Our Cause’ link to your employee’s Email Signatures directing people to your ‘Corporate Fundraising Page’.

I Want to Run a Workplace Giving Scheme. How Do I Get Started?

- › The first thing to do is contact JMF to register your interest in this scheme. To do this, please complete the attached form.
- › Once you have completed the form please email a copy to: contact@jmf.com.au
- › JMF will then be in contact with you to provide you with the necessary and personalised payment instructions. Payments can be made via Visa, Mastercard, American Express, BPay and PostBillPay.
- › Please visit the ATO website's [‘How to set up a workplace giving program’](#) section for more information.
- › [Check our ABN status](#) to be assured that The John Maclean Foundation (JMF) is an ongoing Deductible Gift Recipient (DGR).

Workplace Giving Form for Employers

› **IMPORTANT** | We cannot accept your gifts without this information

- We have set up a Workplace Giving scheme and our employees have formally notified us that would like to donate to The John Maclean Foundation (JMF).
- My company does not have a Workplace Giving scheme. Please contact us to help us set one up.

Please contact Kim Beavis at JMF on 0411 664 861 or contact@jmf.com.au if you have any questions or to indicate your interest directly.

› I would like JMF to create a customised fundraising webpage for my business, so we can promote how much we have donate to JMF.

- Yes No

› **Contact Details** (Please print in BLOCK LETTERS)

MR MS MISS MRS <small>(Please circle)</small>	First Name:	Surname:
Job Title:		
Company Name:		
Postal Address:		
City:	State:	Postal Code:
Country:		
Email:		
Landline:	Mobile:	Website: