

WORKPLACE GIVING



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What is Workplace Giving and why should my business offer it?

Workplace Giving is one of the simplest and most effective ways for your employees to support RSPCA WA. The program enables your employees to donate to RSPCA WA, straight from their pay, before tax, to help animals in need.

Workplace Giving can be good for business. It demonstrates to your employees and customers that your business is community minded and committed to supporting the work of RSPCA WA to help animals in need.

Money donated by your employees goes directly to helping rescue thousands of animals from cruelty and neglect, every year in WA. Donations also help to rehabilitate them and find them permanent loving homes so they can enjoy a second chance at happiness.

How does Workplace Giving work?

It's simple. Your employee asks payroll to deduct regular donations from their pay for RSPCA WA, using a form that we provide. You make the deduction from the employee's before-tax pay, and forward the amount they donate directly to us.

Is it complicated to set up?

No, most of the administration is carried out in your normal payroll procedures. All modern payroll systems can handle Payroll Giving. There is very little extra work involved.

Each pay cycle your payroll electronically transfers the donations from participating employees to RSPCA WA in one transaction.

Can your business match donations?

Yes! This is a fantastic opportunity to support your employees' efforts and demonstrate your commitment to the cause. *All matched donations are tax deductible for your business, too.*

What records do I need to keep?

You need to keep a copy of forms completed by your employees authorising you to make deductions from their pay and a record of the total deductions made from their pay.

At the end of the financial year, you include the total amount donated to charities in each participating employee's payment summary, letter or email.

Each time your payroll transfers these funds to RSPCA WA, they email a remittance to RSPCA WA at finance@rspcawa.asn.au to ensure correct reconciliation.

Keeping in Touch

As a partner, we will send you and your staff our quarterly *Great & Small* magazine or our monthly news and events e-newsletter. Staff can opt in to receive these directly from RSPCA WA or we can send them to your workplace contact for internal distribution.



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How to register for Workplace Giving

To register for workplace giving, or for more information, simply email fundraising@rspcawa.asn.au.

We will provide a *Workplace Giving Registration Form* for you to distribute to your employees to complete and return to your payroll office.

Once you have received completed registration forms from your employees, you are ready to start making payments.

4 Easy steps to process employee donations

Step 1: Please send through those registration forms where employees have opted in to receive our communications directly.

Note: Employee Workplace Giving information is subject to privacy laws. You cannot release information to participating charities without the express written permission of each employee.

Step 2: Provide details of your organisation, the name of your payroll contact and frequency of payments.

Step 3: We will send you our banking details for you to make payments

Step 4: When each payment is made, email our finance team with the details at finance@rspcawa.asn.au.

For employees who do not opt in to receive communications directly from RSPCA WA, we will send our monthly e-newsletter to your Workplace Giving contact for distribution.

Employers and Employees should review the ATO information on Workplace Giving to ensure they are aware of any tax implications. Visit ato.gov.au and search 'Workplace Giving'.