

### What is Workplace Giving?

*Workplace Giving* is an opportunity for employees to make regular donations to a selected charity using pre-tax dollars directly from their salary at specified intervals.

### What are the benefits?

Next to supporting the cause of a charity a *Workplace Giving* Program is also a fantastic way for your organisation to give back, showcasing your corporate social responsibility and boost employee engagement. In fact, research suggests that *Workplace Giving* can increase employee engagement by strengthening productivity, ethical behaviour, gratitude and pride in working for your organisation.

### Why Diabetes Victoria?

Diabetes is the fastest growing chronic health condition in Victoria with almost 80 Victorians being diagnosed with diabetes every day. By supporting Diabetes Victoria through *Workplace Giving*, you are making a regular contribution with pre-tax dollars that makes a big difference to the lives of people living with this condition and their families.

Every dollar counts!



### How do your donations help?

Your donations help fund:

- Cutting-edge research to improve treatment methods and, one day, find a cure.
- Diabetes Victoria's camp programs for children living with type 1 diabetes.
- Life-changing education programs.

### How does the *Workplace Giving* program work?

*Workplace Giving* works by inviting your employees, who wish to participate in the program, to nominate a donation amount they would like to have deducted from their salary and the frequency. Donations are generally a fixed amount that is deducted each pay cycle. Donations are then deposited into the charity's bank account as a lump sum quarterly.

The *Workplace Giving* program does not affect your employees' gross income, super guarantee payments or fringe benefits.



### What records do I need to keep?

Administering a *Workplace Giving* program is very simple and the majority of it falls within standard payroll procedures. The only records you need to keep are the initial registration form an employee completes, authorising deductions to be made from their pay, and a record of deductions from each pay period.

### How much do employees have to donate?

Every dollar counts! There is no minimum or maximum donation amount. It is entirely up to the discretion of your employee; however only donations of \$2 or more are tax-deductible.

### How often do employees need to donate?

Generally, deductions are made per pay cycle; however employees are free to specify how often they would like deductions to be made. It can be weekly, fortnightly, monthly or annually.

### How do I keep employees interested in *Workplace Giving*?

If you are setting up the program for the first time, or you have new employees starting with your organisation, it is important to promote your program and explain what it is, how it works and who it helps. Giving your employees regular updates on how their donations are making a difference helps to keep them engaged and showcases the positive impact they are making in their community.

### How can I make my *Workplace Giving* program successful?

There are two things you can do to really make a huge impact through your *Workplace Giving* program:

- **Dollar matching** - Having your organisation match your employees' donations doubles the impact to the charity and it also reinforces your organisation's commitment to corporate social responsibility through your *Workplace Giving* program.
- **Automatically enroll new employees into your *Workplace Giving* program** - Many organisations offer their employees the opportunity to join the *Workplace Giving* program. The most successful in Australia have adopted the 'opt-out' model, where employees are automatically enrolled in the program and assigned to a default organisation and donation amount. The employee then has the right to 'opt-out' or choose other options. An example of how this may look is :

Yes I would like to participate in workplace giving and support Diabetes Victoria by donating \$30 per month.

Yes I would like to participate in workplace giving but I want to choose my own way.

Charity  Amount  Frequency

No I don't want to participate in workplace giving at this time.



### Does Workplace Giving affect employees tax return?

No, *Workplace Giving* does not affect your individual employee's tax return.

Donations made directly to charities or under a *Workplace Giving Arrangement* are reported in the same way on the tax return.

### How often do I inform employees about their donations?

You only need to inform employees, who are participating in your *Workplace Giving* program, at the end of the financial year. This needs to be done in writing by either email/letter or payment summary.

**Email** - When informing employees via email, you must provide:

- your name and ABN,
- the employee's name,
- the total amount donated for the financial year,
- the name of the charity and
- the financial year in which the donation was made.

**Payment summary** - When informing employees, via payment summary, this can be done with either self-printed payments summaries or ATO payment summaries.

**Self-print payment summaries** - Under deductions, you will need a new line of text to include *Workplace Giving* and the total amount of donations for the financial year.

**ATO payment summaries** - Are designed with a section for *Workplace Giving*. Simply include the total amount of donations for the financial year here.

### What is the actual cost of fundraising?

Diabetes Victoria is pleased to advise that a total of 84 cents from every dollar donated directly funds much needed research, programs and services for the benefit of all Victorians affected by, or at risk of, diabetes. This is well above the industry benchmark. More information is available at Consumer Affairs Victoria's website [here](#).

### Does Diabetes Victoria have Deductible Gift Recipient status?

Yes, Diabetes Victoria has both Deductible Gift Recipient (DGR) and ACNC status.



For further information go to [diabetesvic.org.au/workplacegiving](https://diabetesvic.org.au/workplacegiving) or contact our fundraising team at [fundraising@diabetesvic.org.au](mailto:fundraising@diabetesvic.org.au) or call 1300 437 386.

Thank you for your support!

