

# WORKPLACE GIVING

## Information for Employers



### About Little Oak Sanctuary

- Registered Charity with DGR Status, providing sanctuary to farmed animals since 2013
- Currently provides sanctuary to 180 farmed animal residents
- Advocates for farmed animals in our community
- Empowers individuals to make informed decisions that align with their own values of compassion and non violence

Today, more businesses than ever offer their employees the opportunity to participate in a Workplace Giving program. It is one of the simplest and most effective ways for your employees and your business to support Little Oak Sanctuary.

Establishing a Workplace Giving program demonstrates that your business is community minded, committed to supporting animals and the work of Little Oak Sanctuary.

Starting a workplace giving program at your business or work place is as simple as:

1. **Selecting Charities** (ones with Deductible Gift Recipient status) you want to approach and invite them to participate in your Workplace Giving program. You may wish to ask your employees which charities they would like to support. Little Oak Sanctuary is a registered charity with Deductible Gift Recipient (DGR) status, as such we are eligible to participate in workplace giving programs. You will then need to gather the following information:

ABN: 13 957 855 464  
Bank: ANZ  
Account Name: Little Oak Sanctuary  
BSB: 012-955  
Account Number: 267-551-928

2. **Signing Up.** Find out and record which of your employees would like to participate, how much they are willing to donate and to which charity they would like to donate. To donate to Little Oak Sanctuary, employees can simply fill out the Workplace Giving Notification Form included in the Employees kit.

3. **Starting.** Deductions are made at each pay cycle, after calculating the employee's superannuation contributions but before deducting Pay as You Go tax. This means employees receive the tax benefits immediately.

3. At each pay cycle this deduction is made after calculating the employee's superannuation contributions but before deducting Pay as You Go tax. This way your employee gets the tax benefit straight away.

Steps for Payroll department:

a) calculate gross earnings

b) calculate total amount of donations

c) subtract the total donation amount (b) from the gross earnings (a)

d) use the amount calculated at (c) and find the 'earnings' figure of the relevant tax table

e) determine the amount of tax to be withheld

f) After pay cycle, transfer total employee donations and any business 'matched' donations (in one transaction) to Little Oak Sanctuary and provide remittance advice of the transfer

g) Little Oak Sanctuary can provide a tax deductible receipt to your business for any 'matched' donations.

## **Some other important things to note about Workplace Giving**

- Personal information of employees who participate in Workplace Giving Programs is subject to privacy laws and cannot be released to participating charities without the express, written permission of each employee. This consent can be obtained by including a tick-box on your employee registration form.
- If your employee is happy to release this information (name, email, contact number) to Little Oak Sanctuary, these details can be supplied with your business remittance advice.
- Little Oak Sanctuary would like the opportunity to contact these employees at times throughout the year to ensure they are kept up to date with Little Oak Sanctuary news and to let them know how their donation is making a difference.