



minda

Workplace Giving



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WORKPLACE GIVING

Employer Information

What is Workplace Giving?

Workplace giving is one of the simplest and most effective ways your employees can give to Minda straight from their pay.

In Australia the numbers participating in Workplace Giving are growing all the time. This guide answers your questions about workplace giving to Minda and tells you how to get your own scheme up and running in the workplace.

Minda will be able to assist with any of your questions.

Why should I offer Workplace Giving to my employees?

Running a workplace giving scheme can be very good for business. It shows you are committed to working in partnership with the community - something that is increasingly important to customers and staff.

And it shows that you care about your staff – offering them the benefits of workplace giving can help to build better employee relations and attract the right people to come and work for you.

How does workplace giving work?

Simple:

Your employee asks you to deduct regular charitable donations from their pay. You make the deductions before-tax pay. In other words, after calculation of superannuation contributions but before deduction of Pay As You Go tax.

This way your employee gets the tax benefit straight away.



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Common Questions

Isn't it complicated to set up?

No.

Most of the administration is carried out as per your normal payroll procedures. Minda 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 straightforward.

What Records will I need to keep?

You will need to keep a copy of the forms complete by your employees authorising you to make deductions from their pay, a record of the deductions from each employee's pay, and receipts from Minda.

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.

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Common Questions

Can anyone who works in my business join the scheme?

Any employee from whose pay you deduct Pay As You Go Tax may join the scheme.

Is there a limit on how little or how much an employee can give?

No, there are no limits. Any deductions made will be at the discretion of the individual employee.

Can I match the donations made by my employee?

Yes.

This is a popular way of demonstrating your commitment to the company and building good relations with your employee.

How Do I get the workplace Giving Scheme started?

The first thing is to ring Minda Marketing on 8422 6286 or 8422 6514 to register your interest in this scheme.

How do I get the most out of my Workplace Giving Scheme?

To get the most out of the scheme it is extremely important that you promote it effectively to your staff.

Please contact the Marketing Department for ideas and marketing material for displays by calling 08 8422 6286.



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Thank you

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