

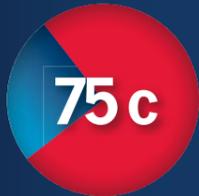
# YOUR TIME TO SHINE

With your generous support, we can give more disadvantaged children the tools and resources they need to fit in and keep up at school and make the most of their education.



## PREFER PAYROLL GIVING

An Australian survey found that 49% of employees voted 'pre tax payroll' giving their as preferred type of Workplace Giving.



## OUR PLEDGE

Over the five years to June 2018, an average of \$3 in every \$4 raised from individual supporters, corporate partners and governments has been available for spending on our community programs. And because all our programs are informed by research and carefully tracked, you can be sure that your support is making a real difference.



## THE IMPACT

Last year we provided support to 143,648 disadvantaged children and young people in 94 communities across Australia, a 19% increase on the prior year.

[thesmithfamily.com.au](http://thesmithfamily.com.au)

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*everyone's family*

ACT NOW. HOW YOUR WORKPLACE GIVING PROGRAM CAN HELP A CHILD IN NEED SHINE.

# TIME TO SHINE

An employer's guide to The Smith Family's Workplace Giving Program



[thesmithfamily.com.au/workplacegiving](http://thesmithfamily.com.au/workplacegiving)



*everyone's family*

# INVEST IN AUSTRALIA'S FUTURE

Your Workplace Giving program can help disadvantaged kids SHINE at school. By helping children in need make the most of their school years, you improve their chance to SHINE and create a brighter future for all of us.

MAKE A REAL DIFFERENCE. Offer a Workplace Giving program to support The Smith Family.

## HOW DOES THE SMITH FAMILY HELP KIDS IN NEED?

One in ten Australian children are currently living in a jobless household and this financial disadvantage limits their choices, opportunities and outcomes in life.

A disadvantaged child doesn't have access to the things they need for school, or the opportunities that can help them make the most of their school years.

The Smith Family works in 94 communities across Australia to help these children, giving them the opportunities they need to make the most of their education. Our support helps them develop their confidence, social skills and self-esteem so they have the best chance at breaking the cycle of disadvantage.

With your help, we can give more disadvantaged children the extra help and support they need. We can provide them with more opportunities that they would not ordinarily get, as well as the things they need to fit in and keep up at school.

Donate to The Smith Family through Workplace Giving and together, we create lasting, long-term positive change for the child, their family and the community. A better future for all of us.

## WHY OFFER WORKPLACE GIVING TO SUPPORT THE SMITH FAMILY?

- For more than 90 years we've been helping disadvantaged Australian children and families.
- We provide long-term, holistic support for children in need, right here in Australia.
- We are the only charity in Australia to offer child sponsorship as an approach to supporting disadvantaged young Australians.
- Research has proven that supporting a child's education is the most effective way to break the cycle of disadvantage.

Mitch has been donating to The Smith Family through Workplace Giving for two years. He appreciates his workplace making it so simple for him to help Australian children in need.

"By getting involved in my Workplace Giving program I've been able to set up ongoing donations through my wages. It comes out before tax so I don't notice the difference in my take home wage," says Mitch.

"I believe in the saying: 'It takes a village to raise a child' and, as part of a larger village (community), I wanted to help give the same opportunities I had to other children that aren't as fortunate."



## SIX WAYS A WORKPLACE GIVING PROGRAM WILL BENEFIT YOU

### 1 DID YOU KNOW?

Employees voted Workplace Giving as their preferred choice to give through the workplace in an Australian survey\*:

- 49% 'pre-tax payroll giving'
- 16% giving time
- 13% 'giving my skills and expertise'
- 10% one off pre-tax donation

### 2 ENHANCES YOUR REPUTATION AS AN EMPLOYER

Sixty-two percent of CEOs say that providing opportunities for employees to be involved in socially responsible activities is key to attracting talent.#

### 3 INCREASES YOUR EMPLOYEES' ENGAGEMENT

Australian Charities Fund's (ACF) 2009 research indicated that Workplace Giver Donors were more engaged in the workplace and had greater pride in their employer.†

### 4 CREATES A SENSE OF UNITY

The workplace is social and many employees have a strong desire to connect with a 'we versus me' mentality.^

### 5 GIVES YOUR EMPLOYEES TAX BENEFITS

Being able to make donations pre-tax means your employees enjoy immediate tax benefits on their take home pay.

### 6 MAKES A TANGIBLE DIFFERENCE

Workplace Giving generates approximately \$20 million per year in Australia^, which shows that together, we can make a huge impact.

## YOUR QUESTIONS ANSWERED

### Q. HOW DOES WORKPLACE GIVING WORK?

Workplace Giving, or Payroll Giving, is simple and easy to set up. It enables your employees to make donations pre-tax through your payroll system.

Employees need to contact their Payroll Office to nominate the amount they would like to donate or sponsor. If you don't have an internal Workplace Giving form for your employees to use, we can provide you with one. Then, your Payroll office works with us to either set up a new account, or if your workplace has an existing program in place, we'll simply add the employee as a donor.

The donation amount is deducted each pay cycle after superannuation is calculated but before deducting PAYG tax.

### Q. WHAT REMITTANCE ADVICE DOES THE SMITH FAMILY REQUIRE?

Please contact The Smith Family using the details below to receive an easy Step-by-Step Guide about how to deposit your employees' donations and how to provide an employee donation deduction listing.

It is a requirement for any organisation providing a Workplace Giving program to provide a donation deduction listing. It can be automatically or manually generated. In the case of manual generation, it should be noted that we require the name and amounts only of the employees with a sponsorship, not those giving a general donation.

### Q. WHAT RECORDS DO I NEED TO KEEP?

You will need to keep a copy of authorisation forms from your employees and a record of the total amount of donations made from each employee's pay.

At the end of the financial year, employees' donations will be summarised on their annual PAYG payment summary. We will also send you an acknowledgment of receipt of total funds donated by your employees for the year.

### Q. HOW DO I SET UP CHILD SPONSORSHIP THROUGH WORKPLACE GIVING?

Child sponsorship through The Smith Family matches employees with a specific child in need. Sponsors receive updates

about their sponsored children and have the opportunity to communicate with their sponsored children.

We can set up a child sponsorship arrangement for any organisation that is able to administer it. To set up child sponsorship we need the employee's personal contact details and their company details, so their payments can be appropriately separated. We will also require a Workplace Giving donation deduction listing from your organisation each pay period. When we receive the donation deduction listing, we need to be able to identify payments from each sponsor and apply the correct amounts to their pledge record.

This deduction listing each pay period needs to confirm the name and amount given by the sponsoring employee. Note that we only require the name and amounts of the employees with a sponsorship, not those giving a general donation.

### Q. CAN OUR COMPANY MATCH EMPLOYEE DONATIONS?

Yes. This is a great way to show employees your commitment to corporate social

responsibility and double the impact of your employees' donations to the charities that matter to them.

### Q. CAN YOU HELP US TELL EMPLOYEES THEY CAN DONATE TO THE SMITH FAMILY THROUGH WORKPLACE GIVING?

Yes. We can provide you with materials like posters, brochures or slides to promote Workplace Giving to your employees, or we can send a representative to talk to you and your employees about how their support helps disadvantaged kids.

### Q. WILL THE SMITH FAMILY PROVIDE COMMUNICATIONS ABOUT THE IMPACT OF SUPPORT?

The Australian Charities Fund's research revealed that six out of 10 Workplace Giving donors wanted more communication on

specific projects. And non-donors were even more interested in information on real life stories.^

We can send you copies of our regular electronic newsletters which feature real life stories about the impact of donations to The Smith Family. You may wish to circulate this to your employees via email or your intranet.

### Q. WHAT PERCENTAGE OF DONATIONS HELPS AUSTRALIAN CHILDREN IN NEED?

We work hard to keep administration costs as low as possible. Last year, an average of \$3 in every \$4 raised from individual supporters, corporate partners and governments has been available for spending on our community partnerships.

## WE OFFER TWO WAYS TO CHANGE A CHILD'S LIFE

1 Employees can support our learning programs by donating a nominated amount per pay.

2 Or by sponsoring a child for \$52 per month, \$26 per fortnight or \$13 per week.

## FOR MORE INFORMATION AND TO GET STARTED, CONTACT US

To start offering Workplace Giving to The Smith Family, or for more information, please contact us at [workplacegiving@thesmithfamily.com.au](mailto:workplacegiving@thesmithfamily.com.au) or call:

**(02) 9085 4921**

\* PwC and CAF's 2014 survey of 4000 Asku community members: [asku.com.au](http://asku.com.au)

# PwC's 12th Annual Global CEO Survey as quoted on ACF website: <http://www.australiancharitiesfund.org.au/about/faq/889-what-are-the-company-benefits-of-workplace-giving.html>

^ Cutting to the Heart of Workplace Giving: [http://www.australiancharitiesfund.org.au/images/stories/WORKPLACE-GIVING/Cutting\\_to\\_the\\_heart\\_of\\_Workplace\\_Giving\\_Research\\_Report.pdf](http://www.australiancharitiesfund.org.au/images/stories/WORKPLACE-GIVING/Cutting_to_the_heart_of_Workplace_Giving_Research_Report.pdf)

\* ACF website: <http://www.australiancharitiesfund.org.au/about/faq/889-what-are-the-company-benefits-of-workplace-giving.html>