

Useful Information for Employees:

What Is Workplace Giving?

Workplace giving is a program in which you can make regular donations through your payroll to charities such as the Cerebral Palsy Education Centre (CPEC).

Why Choose Workplace Giving?

Workplace Giving is a benefit for business, employees and CPEC. It gives employers a stronger charitable reputation, employees enjoy the good deed and easy tax benefits, and the donations go directly towards helping CPEC provide services to the families we support.

How Often and How Much Can You Give?

Workplace Giving is done in line with your payroll frequency, so for example if you are paid fortnightly, your donations will be deducted fortnightly. You can also make one-off donations on top of your regular giving, and you can join or leave the program at any time. There is no set amount you have to give, but keep in mind donations must be \$2 or more to be tax deductible.

How to Set Up Workplace Giving

Any employee can request that their employer start a workplace giving program. (It is the employer's choice if they want to accept setting up a program).

Ask your payroll department to arrange for automatic Workplace Giving donations to the Cerebral Palsy Education Centre if they are happy to help you support us.

Useful Information for Employers:

CPEC is a Deductible Gift Recipient (DGR) approved charity. Our ABN is 81 553 364 708.

Our Account Details for Workplace Giving donations are:

Account Name: Cerebral Palsy Education Centre Inc

BSB: 193-879 Account No: 4298 07106

How Workplace Giving Works

Once your employees let you know how much they wish to donate through payroll each pay cycle, your payroll department can arrange for the deduction and pay the donations directly to CPEC in lump sum deposits. CPEC isn't required to supply a receipt to your company for this type of donation although you are welcome to request one and we will comply.

A Workplace Giving program doesn't have any effect on the way your employees' gross income, super guarantee payments or fringe benefits are handled. At the end of the financial year you will either need to inform each participant of the amount they have donated through the program, or instead you can report this information on their regular pay slips throughout the year.

When you set up a workplace giving program, you need to decide whether or not to reduce the amount of tax you withhold from the salaries of your participating employees to account for the amount donated each pay. If you don't reduce the amount of tax withheld, these employees will be instead able to claim a deduction when lodging their tax return at the end of the income year.

More Information

If you would like more information about Workplace Giving please see the Australian Tax Office's information available here: <https://www.ato.gov.au/Business/Bus/Workplace-giving---FAQs/> or call them on 13 28 66.

If you would like to speak to CPEC about our Workplace Giving Scheme please contact our Office Manager, Sue Kennedy, on 9560 0700.



Support Children with Cerebral Palsy Through Workplace Giving

Workplace giving is where you can make regular donations through your pay cycle. You can give as much or as little as you want.

All donations over \$2 are tax deductible



It's easy to set up – Just let Payroll know what amount you would like deducted each pay cycle and they will organise the rest!

You can also make one-off donations on top of your regular giving, and you can join or leave the program at any time



The Cerebral Palsy Education Centre is located in Glen Waverley and we support children and young people with cerebral palsy and their families.

Cerebral Palsy is the most common childhood disability in Australia and we are the only centre of our kind in the country to specialise in supporting these children.

Our teams of physiotherapists, occupational therapists and speech pathologists work together to support each family's needs. As each child develops, they learn to feel valued, build their self-esteem, become more involved in their community, and live life to their greatest potential.