



Broome Therapy Dogs Pty Ltd

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Broome Therapy Dogs (“BTD”) Workplace Giving Program Appendix – HR & Payroll Guide

Appendix A - Payroll Setup Overview

Workplace giving is supported by Australian payroll systems including **Xero, MYOB, KeyPay, QuickBooks, Micropay**, and enterprise systems.

Payroll Treatment (ATO-Aligned)

- Deduction type: **Pre-tax payroll deduction**
- PAYG withholding: **Reduced**
- Superannuation: **Not affected**
- FBT: **Not applicable**
- STP reporting: **Reported as a deduction**

Employee Authorisation

Payroll should retain written or electronic authorisation specifying:

- Donation amount per pay
- Start date
- Nominated charity (My Cause Gift Fund)
- Employee consent

Employees may vary or cease deductions at any time.

Employer Co-Contributions (Optional)

If offered:

- Treated as a **business expense**
- Not processed through payroll
- Not reported via STP
- Paid directly to MyCause



Receipts & Records

- Employee donations: tax benefit applied via payroll and do not claim the donation again in their income tax return
- Individual receipts generally not required
- Employer matched donations may be receipted to employer

Tax Receipts are issued by My Cause for record-keeping purposes – example format below:

The image shows a sample receipt from 'mycause gift fund'. The receipt is titled 'TAX DEDUCTIBLE DONATION RECEIPT / INVOICE'. It contains the following fields: Receipt Number (MCGF), Date of Donation (/ /), Charity (The Trustee for My Cause Gift Fund), ABN (43106238101), Disbursed to (SAFE Broome: Saving Animals From Euthanasia (Broome), Feed the Little Children Inc., Spoke to a Bloke, Broome Family and Domestic Violence Refuge), Received from (), and Amount (AUD \$.). Below the fields, there is a note: 'Donations over \$2 are tax deductible. Please note that your credit card statement will show mycause against your donation.' At the bottom, it says 'Powered by mycause.com.au'.

Support

BTD provides:

- General payroll setup guidance *
- Employer onboarding support *
- Quarterly impact updates
- Optional free therapy dog workplace walkthrough visits

** Alan Atchison is a retired Chartered Accountant (Fellow) with over 25 years-experience managing a business advisory practice in West Perth. In saying that, all guidance and on-boarding support is provided on a general basis only. Participants should seek their own independent advice specific to their circumstances.*

Final note

Broome Therapy Dogs receives **no financial benefit** from donations raised. BTD's success from workplace giving is measured through community engagement and support for the charities involved.



Appendix B – My Cause Platform

BTD uses the My Cause platform for its fundraising, primarily due to it allowing BTD to raise funds tax-effectively for 4 charities at a time (many others are limited to 1 or 2 at a time). Each of the charities are Deductible Gift Recipients in their own right. All transactions processed for BTD's fundraising on the My Cause platform are initially received by its My Cause Gift Fund, and net proceeds disbursed equally to each of the charities on a monthly basis. No funds are received by BTD as part of this donation process.

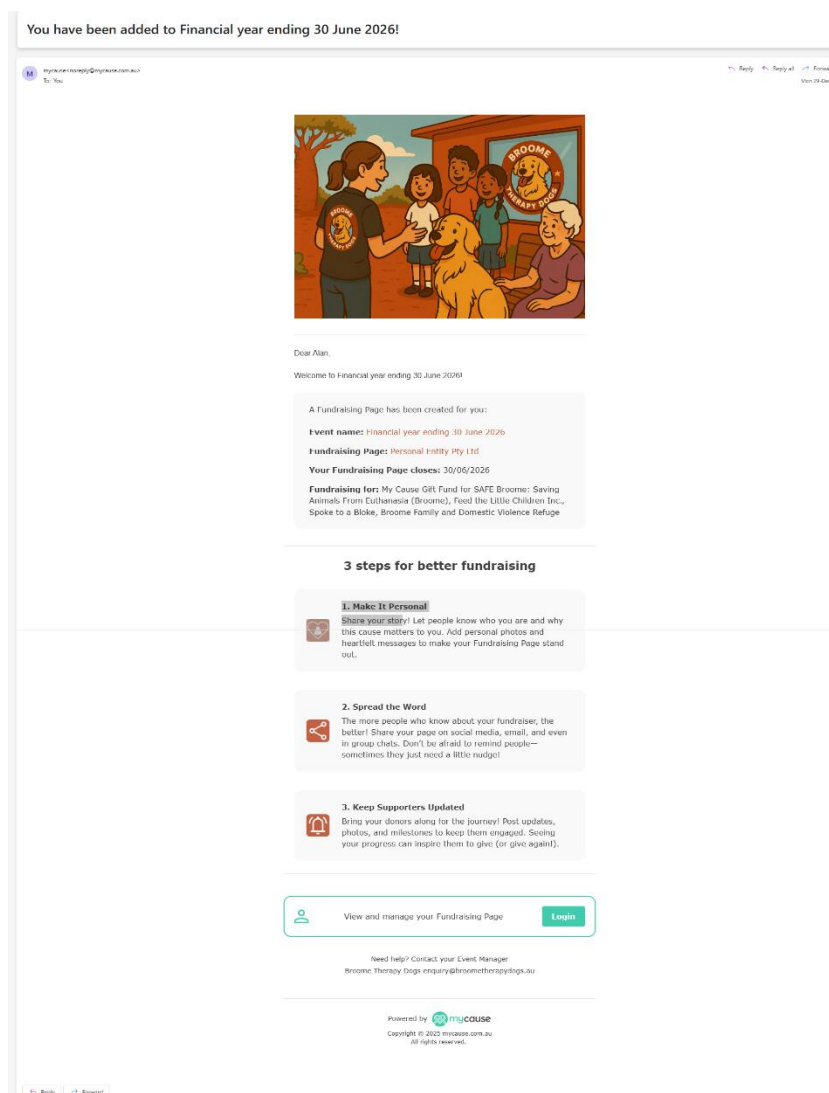
Charity: The Trustee for My Cause Gift Fund
ABN: 43 106 238 101

My Cause Setup

BTD will create an account for you as an Employer Workplace Giving Program Fundraiser. You will receive an email invitation from My Cause.

A new Workplace Giving Fundraiser will be created in My Cause each financial year. And it is to this as a team that you enter each donation amount.

When you become more familiar with My Cause, you can also create other fundraising events if you wish – morning teas, after-work drinks, challenges, barbeques etc. BTD will be happy to assist you with any setup required.





Appendix C – Example Payroll Setup (Xero)

The following is provided as a practical example for employers using Xero. Similar steps apply to other Australian payroll systems.

1. Create a **current liability account** (Payroll – Workplace Giving)
2. Create a **pre-tax deduction pay item**
3. Add deduction to employee pay template
4. Reconcile liability account monthly
5. Donate accumulated funds via MyCause

1. Create Workplace Giving Liability Account

- Go to Accounting / Chart of Accounts / Add Account
- Account type: Current liability
- Code: Select a 3-digit code starting with 8, that is available and is in line with other current liability accounts – eg 818
- Account Name: Something like: “Payroll - Workplace Giving - BTD” (BTD short for Broome Therapy Dogs)
- Tax: Select BAS Excluded

Add New Account

Account Type
Current Liability

Code
A unique code/number for this account (limited to 10 characters)
818
'818' is available

Name
A short title for this account (limited to 150 characters)
Payroll - Workplace Giving - BTD

Description (optional)
A description of how this account should be used

Tax
The default tax setting for this account
BAS Excluded
☐ Show on Dashboard Watchlist
☐ Show in Expense Claims
☐ Enable payments to this account

How account types affect your reports

Profit & Loss
Income
Revenue
Sales
Less Cost of Sales
Direct Costs
GROSS PROFIT
Plus Other Income
Other Income
Less Expenses
Expenses
Depreciation
Overheads
NET PROFIT

Balance Sheet
Current Assets
Current Assets
Inventory
Prepayments
Plus Bank
Bank Accounts
Plus Fixed Assets
Fixed Assets
Plus Non-current Assets
Non-current Assets
TOTAL ASSETS
Less Current Liabilities
Current Liabilities
Less Non-current Liabilities
Liabilities
Non-current Liabilities
NET ASSETS
Equity
Equity
Plus Net Profit
TOTAL EQUITY

Save

Cancel

You can also modify where accounts appear in your reports using [Customised Report Layouts](#)



2. Create Employer Workplace Giving Donation Expense Account

- Go to Accounting / Chart of Accounts / Add Account
- Account type: Expense
- Code: Select a 3-digit code starting with 8, that is available and is in line with other expense accounts – eg 418
- Account Name: Something like: “Donations - WPG” (WPG short for Workplace Giving)
- Tax: Select GST Free Expenses

Edit Account Details

Account Type
Expense

Code
A unique code/number for this account (limited to 10 characters)
418

Name
A short title for this account (limited to 150 characters)
Donations - WPG

Description (optional)
A description of how this account should be used
Donations - WPG (Workplace Giving)

Tax
The default tax setting for this account
GST Free Expenses

☐ Show on Dashboard Watchlist

☐ Show in Expense Claims

☒ Enable payments to this account

How account types affect your reports

Profit & Loss
Income
Revenue
Sales
Less Cost of Sales
Direct Costs
GROSS PROFIT
Plus Other Income
Other Income
Less Expenses
Expenses
Depreciation
Overheads
NET PROFIT

Balance Sheet
Current Assets
Current Assets
Inventory
Prepayments
Plus Bank
Bank Accounts
Plus Fixed Assets
Fixed Assets
Plus Non-current Assets
Non-current Assets
TOTAL ASSETS
Less Current Liabilities
Current Liabilities
Less Non-current Liabilities
Liabilities
Non-current Liabilities
NET ASSETS
Equity
Equity
Plus Net Profit
TOTAL EQUITY

You can also modify where accounts appear in your reports using [Customised Report Layouts](#)


Save


Cancel



3. Setup a pre-tax Deduction Pay Item

- Go to Organisation Menu / Settings / Payroll Settings
- Select Pay Items / Deductions / Add / Workplace Giving
- Deduction Name: Something like "Workplace Giving – BTD" (BTB short for Broome Therapy Dogs)
- Account: Select the Current Liability account created at step 1.
- Reduces PAYG Withholding – Select this option
- Reduces Super Guarantee Contribution – Leave this option blank
- Excluded from W1 on Activity Statement – Leave this option blank
- Click on Add





Workplace Giving

Workplace giving is a simple way to regularly donate to charities or organisations that are entitled to receive tax deductible donations. [Learn more about workplace giving](#)

Deduction Name

Account

818: Payroll - WPG Broome Therapy Dogs ▼

☒

Reduces PAYG Withholding

If selected, this will be a pre-tax deduction and reported to the ATO as a salary sacrifice under STP2 reporting

☐

Reduces Super Guarantee Contribution

If selected, this will reduce the earnings amount that's subject to superannuation guarantee (SG)

☐

Excluded from W1 on Activity Statement

If selected, this will reduce the reportable amount at W1 on your activity statements

Cancel

Add



4. Add Deduction Pay Item to the Employee's Pay Template

- Go to Payroll / Employees
- Select the relevant Employee details / Pay Template
- Go down to Deduction section / Add Deduction Line
- Deduction Type: Select "Workplace Giving – BTD"
- Calculation Type: Select Fixed Amount or Pre-tax % (if applicable) – Minimum equivalent of \$5 per week
- Click ok

Add a Deduction Line

Deduction Type ?
Workplace Giving - BTD

Calculation Type ?
☒ Fixed Amount ☐ Pre-Tax % ☐ Post-Tax %

Control Account
818: Payroll - WPG Broome Therapy Dogs

OK

Cancel

- Enter the deduction amount per pay (minimum equivalent of \$5 per week)
- Click on Save to save the template for future pay runs.

Employees > James Lebron

Pay Templates

Employee Name ▼
James Lebron

Salary
View

Earnings YTD
View

Next Payment Date
12 Jan

Details

Employment

Taxes

Leave

Bank Accounts

Payslips

Pay Template

Opening Balances

Notes

Pay Template

Earnings Rate

Ordinary Hours

38.0000

40,000.00

Earnings Rate

Bonus and commissions

500.00

Earnings Rate

Director Fees

500.00

Earnings Rate

Worker Compensation

500.00

+ Add Earnings Line

Deduction Type

Union Fees/Subscriptions

10.00

Deduction Type

Workplace Giving - BTD

5.00

+ Add Deduction Line

Superannuation Fund

HESTA Super - SGC - USI

9.00

Superannuation Fund

HESTA Super - Salary Sacrifice - USI

50.00

+ Add Superannuation Line

+ Add Reimbursement Line

Save

Cancel



When you next pay this employee, the deduction should be include the deduction for workplace giving, and their net pay should reduce by the after tax cost of the donation.

All workplace giving donation deductions will accumulate in the Current Liability account established at Step 1 above – 810 - Payroll - Workplace Giving - BTG". On the last pay of each month, you clear the balance of this account by making the actual donation via the My Cause platform.

5. Make the Donation via the My Cause Platform

- Check the balance of Current Liability account established at Step 1 above – 818: "Payroll - Workplace Giving - BTG".
- Go to My Cause via <https://www.mycase.com.au>
- Log in to your fundraising page.
- Select Dashboard.
- Select the relevant active campaign fundraiser – eg "WPG – Financial Year Ended 30 June 2026".
- Click on Donate
- Enter the donation details:
 - o Select Members: Entire Group "<Entity Name> - WPG FY2026"
 - o Enter donation amount in AUD
 - o Help cover platform costs:
 - Leave empty if you want the fees to come from the donation amount
 - Select if you are willing to cover these costs as an Employer co-contribution
 - o Enter your email, first and last name and phone number.
 - o Enter Receipt Name – Enter something like "<Employer Name> - Workplace Giving"
 - o Display Name on Page – Employer Name – <month>-<year>
 - o Enter preferred business debit/credit card.
 - o Tick "I'm not a robot".
 - o Click on Donate \$<>

A donation receipt for tax purposes will be emailed to the email address you entered.

6. Enter the Donation Payment in Xero

- Enter the payment and allocate the relevant amount to the Current Liability account established at Step 1 above – 810 - Payroll - Workplace Giving - BTG".
- If you make any Employer co-contributions (to cover platform fees, incentivise employee participation, contribute to the workplace giving as Employer etc), add an additional line to the payment entry and enter details.

Bank Accounts > Business Bank Account >
New Spend Money

Spent as **Direct Payment**

To: My Cause Gift Fund (Workplac Date: 31 Dec 2025 Reference: 123456 Total: 190)

AUD Australian Dollar Amounts are Tax Inclusive

Item	Description	Qty	Unit Price...	Account	Tax Rate	Region	Amount AUD	
	Workplace Giving - BTG - month of December 2025	1.00	95.00	818 - Payroll - WPG Broome Therapy Dogs	BAS Excluded		95.00	X
	Employer Contribution - Workplace Giving - BTG - month of December 2025	1.00	95.00	418 - Donations - WPG	GST Free Expenses		95.00	X

Add a new line Assign expenses to a customer or project

Subtotal 190.00
GST 0.00
TOTAL 190.00

Save Save & add another Cancel



Appendix D – Sample Employee Correspondence

Employee Request to Establish Workplace Giving

Email

Subject: Request to Establish Workplace Giving

Dear **<Manager / HR Manager's Name>**,

I hope you're well.

I'm writing to ask whether **<Employer Name>** would consider offering a **workplace giving** option for employees – starting with me.

Workplace giving allows staff to make small, regular donations to a nominated charity directly through payroll.

Where the charity has Deductible Gift Recipient (DGR) status, donations are taken pre-tax, which makes it simple and tax-effective for employees.

I would like to contribute to the fundraiser run by Broome-based service, Broome Therapy Dogs ("BTD"). Their fundraiser has DGR status via the "My Cause Gift Fund" on the My Cause platform. They are not raising funds for themselves, but rather 4 worthy charities working in key sectors of the Broome community:

Children: Feed the Little Children Inc.

Women: Broome Family & Domestic Violence Refuge

Men: Spoke to a Bloke Broome

Animals: SAFE Broome

This is something I would personally like to participate in, and I believe it could also be a positive option for other staff who may wish to support charitable causes in a simple and structured way.

Some organisations also choose to offer **matched giving**, where the employer matches employee donations up to a nominated amount. I understand this is entirely optional, but I wanted to note it as an additional way some workplaces choose to strengthen their community impact and staff engagement.

I understand this would involve some payroll setup, and I can provide relevant details as required. BTD have also prepared a Workplace Giving Guide for Employers to simplify things and answer .

Thank you for considering this request. I appreciate the time and thought involved, and I'd be grateful if you could let me know at your earliest opportunity.

Kind regards,

<Employee Name>



Employee Authorisation to Deduct from Payroll

Email

Dear Payroll / HR Team,

Subject: Authorisation to Deduct Amount from Payroll – Workplace Giving

I am writing to formally authorise a **workplace giving payroll deduction** from my salary.

Please deduct the following amount from my **pre-tax salary** each pay cycle and remit it to the nominated charity in accordance with the workplace giving arrangements.

Employee name: <Full Name>

Employee ID (if applicable): <Employee ID>

Donation amount: \$ <Amount> per pay (minimum equivalent of \$5 per week)

Pay frequency: ☐ Weekly ☐ Fortnightly ☐ Four-weekly

Start date: <Date of next pay>

Nominated DGR charity:

Legal Name: The Trustee for My Cause Gift Fund

ABN: 43 106 238 101

Deductible Gift Recipient (DGR): Yes

I understand that funds will be disbursed equally to:

- ✓ **Children:** Feed the Little Children Inc.
- ✓ **Women:** Broome Family & Domestic Violence Refuge
- ✓ **Men:** Spoke to a Bloke Broome
- ✓ **Animals:** SAFE Broome

I further understand that:

- ✓ This deduction is voluntary
- ✓ It will reduce my taxable income
- ✓ My net pay will decrease by the after-tax cost of the donation
- ✓ It will not affect my superannuation
- ✓ I can vary or cease this deduction at any time by providing further written notice

The fundraiser that I am supporting is managed via the My Cause platform. I understand that the My Cause platform requires any donations to be made via debit/credit cards. I consent to any My Cause platform fees applicable to my donations being deducted from my donation amount. Unless you as my Employer decide to co-contribute, there will be no direct cost to you.

Would you please confirm once the deduction has been established or let me know if you require any further information.

Thank you for your assistance.

Kind regards,

<Employee Name>

<Job title / Department>

<Email / Phone>