



Broome Therapy Dogs Pty Ltd

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Broome Therapy Dogs (“BTD”) Workplace Giving Program Employee Guide

About Broome Therapy Dogs

Broome Therapy Dogs (BTD) provides **free therapy dog services** to people in need across the Broome community. In parallel, BTD raises funds for four local charities working across children’s welfare, women’s safety, men’s mental health, and animal welfare.

Workplace giving is an important, sustainable way for employers and employees to support this work while strengthening community connection and employee engagement.

What is Workplace Giving?

Workplace giving allows you to **donate a small, regular amount to charity directly from your pay**.

When set up as **pre-tax workplace giving**, your donation is taken from your salary **before tax is calculated**, which means:

- Your **taxable income is lower**
- You receive the **tax benefit immediately**
- There’s nothing extra to do at tax time

Participation is **completely voluntary**.

Who does this support?

Through the Broome Therapy Dogs Workplace Giving Program, your donation supports:

- Four Broome-based charities working in key areas:
 - Children – Feed the Little Children Inc
 - Women – Broome Family & Domestic Violence Refuge
 - Men – Spoke to a Bloke Broome
 - Animals – SAFE Broome
- **Free therapy dog services** delivered in the Broome community (via moral support)

All donations are processed through the **MyCause platform** and go **directly to the charities**. Broome Therapy Dogs does not receive any portion of the funds.



How does it work?

1. You choose an amount to donate (from as little as the equivalent of **\$5 per week**)
2. The amount is deducted **pre-tax** from your pay
3. Your take-home pay reduces by **less than the donation amount**
4. Donations are passed on to the charities automatically

You can **change or stop your donation at any time**.

Why is workplace giving tax-effective?

Because the donation is taken **before tax**, you don't need to wait until the end of the year to claim it — the benefit happens every pay.

Simple example (Australia)

Assume:

- You earn **\$80,000 per year**
- The top end of your income falls into the marginal tax rate is **32%** (incl Medicare levy)
- You donate **\$5 per week** (\$260 per year)
- You are paid weekly

Without workplace giving

- You donate \$260 after tax
- Real cost to you: **\$260**
- You may claim it later in your tax return

With pre-tax workplace giving

- \$260 is deducted before tax
- Tax saving \approx **\$83.20**
- Real cost to you \approx **\$176.80**
- Charity still receives **\$260**

👉 You give the same amount, but it costs you less.

NB: Exact savings depend on your income and applicable marginal tax rate.

Do I need to claim this in my tax return?

No — **not in normal circumstances**.

Because the tax benefit is already applied through payroll:

- You **should not claim the donation again**
- Your payslip and payroll records are sufficient



What about Employer matched giving or co-contributions?

Some employers choose to **match employee donations** or co-contribute (for example, dollar-for-dollar up to a cap).

If your employer offers this:

- Your donation effectively goes further
- The charity receives more support
- There is no extra cost or paperwork for you

Matched giving is always **optional** and depends on employer policy.

Is it flexible?

Yes. You can:

- Increase or reduce your donation to the minimum (NB: Minimum donation is equivalent to \$5 per week)
- Pause or stop it at any time
- Choose a level that suits your circumstances

Why people choose to participate

Employees often say they value:

- Supporting **local causes**
- Helping in a way that's **easy and automatic**
- Knowing their giving is **tax-effective**
- Being part of something positive as a workplace

How to get started

If your workplace already offers the program:

- Complete a simple payroll authorisation form (sample included in Appendix)
- Choose your donation amount
- Payroll takes care of the rest

If your workplace does not yet offer the program, we have included a sample template email you can send to your employer to request it.

If you have any questions, speak with:

- Payroll / HR, or
- Broome Therapy Dogs (details below)

Broome Therapy Dogs

Email: workplacegiving@broometherapydogs.au

Phone/Text: 0412 100 515

Web: www.broometherapydogs.au



Appendix A – 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>