

International Help Fund Australia

... for a sustainable Pacific

International Help Fund Australia ABN: 69 108 077 176

PO Box 1373

BONDI JUNCTION NSW 1355

URL: www.internationalhelpfund.org

You can make a difference

Firstly, find out if your organisation has an existing workplace giving program, if not be a leader and discuss the options of starting it off. Workplace giving is a Government endorsed, simple and effective way for employees to regularly donate to the community at large.

Who is the International Help Fund Australia?

International Help Fund Australia (IHFA) is a not-for-profit, independent and non-denominational organisation with the key aim of raising funds to develop social and environmental community based projects across the Pacific Islands in the areas of environment, health, education, water sanitation and supply, economic sustainability and cultural preservation. IHFA is a member of the Australian Council for International Development (ACFID) and is signatory to the ACFID Code of Conduct. The Code requires members to meet high standards of corporate governance, public accountability and financial management.

What is workplace giving?

Workplace giving is a simple and effective way for your employees to regularly donate to the IHFA through automated payroll deductions. An employee can pledge to the IHFA Foundation a pre-tax amount on a fortnightly basis. The deduction is taken from an employee's pre-tax earnings. This means, income tax is calculated on the reduced gross salary, giving the benefit of an immediate tax deduction.

Details of the deduction are recorded on the pay slip, so there is no need to keep donation receipts for taxation purposes. By participating in a workplace giving program, employees have the opportunity to:

- Receive a tax deduction without the need to keep receipts;
- Receive an immediate tax benefit; and
- Make a regular donation without pressure – the employee is in total control.

IHFA has deductible gift recipient status (DGR) – a copy of our certificate can be supplied upon request.

What happens at tax time?

The employer will keep a record of employee donations made to the IHFA throughout the year and will issue a statement to each donor, along with the payment summary stating the amount donated. In a pre-tax workplace giving program, employees will have already received the tax benefit of their donation, so they will only need to record the amount donated, without having to keep and submit receipts. It is so easy.

Monthly reconciliation

At the end of each month the employer will forward to the IHFA a cheque or do an electronic funds transfer for the total amount pledged and provide a reconciliation detailing the employees details who have donated and, if applicable, the matched amount by the employer. A tax invoice will in turn be forwarded to the employer on receipt of remittance.

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Help double the impact, does your company support a **Matching Gift Program**?

Matching Gift Program

As a further incentive to employees, an employer may like to consider a matched workplace giving program, whereby each dollar donated by employees is matched by the company. Remember, the amount matched becomes a tax deduction for the employer.

Workplace Giving and Matching Gift Programs are happening at major companies such as AGL, Royal Flying Doctors, BHP Billiton, BP, Sun Microsystems, Holden, Optus, Macquarie Bank, Citigroup, Westpac, Mallesons Stephen Jaques, Pricewaterhouse Coopers, Sydney Water, Department of Health and Ageing and the ASX, just to name a few.

Does your company participate? Your employer may double or even triple the value of your gift by matching it dollar for dollar. Check with your company's human resources department to see if your company will match your gift, or would consider setting up such a program.

If you would like to discuss your involvement with the IHFA Workplace Giving or the Matching Gifts Program please contact:

Petra Campbell MEM Chief Executive Officer
Tel: 0406799579; Email: info@internationalhelpfund.org

Dennis Mok MBA Marketing Manager 0430 0832 0888;
Email: info@internationalhelpfund.org

Help make it happen, you can be a donor today by completing the Workplace giving authorisation form.

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Yes. *I would like to contribute.*

To authorise regular donations from your pay for International Help Fund Australia (ABN: 69 108 077 176) please complete the form below. Please submit this form to your Payroll Manager, and forward a copy to the International Help Fund Australia.

Step 1 Please complete and sign this authorisation form.

Step 2 Please discuss with your Payroll Manager and provide them with completed form.

Step 3 Please forward a copy to International Help Fund Australia (PO Box 1373 BONDI JUNCTION NSW 1355/info@internationalhelpfund.org).

Step 4 Receive confirmation letter from International Help Fund Australia.

Full Name: _____

Company: _____ ABN: _____

Employee Payroll Number: _____

Tel: _____ Email: _____

Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Please indicate below how you would like your gift to International Help Fund Australia distributed.

Serial (a)	Item (b)	Amount per Fortnight (c)
1	The IHFA GeneralFund	AUD\$
2	The IHFA Easter Island Fund	AUD\$
3	The IHFA Australia Pacific Culture Fund	AUD\$

Please deduct from my pay and forward this as a donation to International Help Fund Australia. I authorise deductions to commence on the first pay date after receipt of this authorisation. This authority will remain in force until cancelled in writing.

Signature: _____ Date: _____

Payroll Managers—each pay period please provide International Help Fund Australia a payment summary/remittance advice to ensure all donations are credited and processed correctly. Please forward all workplace giving donations to the following account:

Account name: International Help Fund Australia. BSB number 032058; account number: 190587
Reference: Your company name—workplace giving

