



Ronald McDonald
House Charities®
South Australia

WORKPLACE GIVING

Make Payday Matter

Ronald McDonald House Charities South Australia (RMHC SA) provides free, safe accommodation and essential support services to the one in four regional families who will need to travel to Adelaide to receive medical care for their child.

The Ronald McDonald House Charities Workplace Giving Program provides employees an opportunity to regularly donate to RMHC SA, with automatic, pre-tax deductions.

PAYROLL INFORMATION

When managing the Workplace Giving Program with RMHC SA, the Payroll Officer will simply need to -

- » Add a specific deduction type for within this payroll, marking it as Workplace Giving.
This may already be set up in your payroll system
- » Set up a standard weekly deduction / adjustment using this deduction type on an individual employee's master file
- » The deduction amount entered is then deducted from the employee's pay each pay cycle

Each month, the employer will then deposit the total donations into RMHC SA's account using the details below :

Reference	WG + "Your Business name"
BSB	065 114
Account No	1015 3004
Account Name	Ronald McDonald House Adelaide Donations



Each month, the Payroll Officer will need to supply RMHC SA a report which details the donation amounts for each employees who contributed to the Workplace Giving Program that month.

This report can be submitted to fundraising.sa@rmhc.org.au
Please keep a copy of all monthly reports for audit purposes.

Every donation made to RMHC SA will go towards delivering vital wraparound services for seriously ill or injured children, and their families.

Thank you, for helping to Keep Families Close.